

Indiana Historical Society

Job Description

May 2023



JOB TITLE:	Director, Corporate Relations
DEPARTMENT:	Development and Membership
REPORTING RELATIONSHIP:	Vice President, Development and Membership
EMPLOYEES SUPERVISED:	N/A
FULL/PART TIME:	Full Time
FLSA STATUS & PAY GRADE:	Exempt

POSITION PURPOSE:

This position is responsible for creating an integrated corporate statewide sponsorship and philanthropic giving program that supports the Indiana Historical Society's (IHS) mission and advances the strategic plan.

ESSENTIAL FUNCTIONS:

1. Implement and oversee all stages of the fundraising cycle for corporate donors.
2. Stay attuned to internal and external funding opportunities and trends.
3. Act as coordinator for IHS project information necessary for proposals and reports.
4. Oversee the Historic Business Register program identifying and honoring centennial companies throughout the state.
5. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Strong customer service skills, communicating in a variety of ways with a variety of audiences.
2. Ability to maintain confidentiality.
3. Comfortable relying on technology; proficient with Microsoft Office suite as well as basic office equipment.
4. Self-motivated with the ability to work alone and in a team.
5. Creative problem solver, with strong detail and organizational skills.
6. Ability to work an adjusted work schedule including occasional weekends, evenings, and holidays.
7. Understanding of nonprofit operations.
8. Working knowledge of database management.

PHYSICAL REQUIREMENTS:

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

QUALIFICATIONS:

Demonstrated success in corporate sales.

TOTAL COMPENSATION

IHS offers an excellent compensation package. Benefits include health, dental, life and long-term disability coverage; employer and employee funded retirement plans with American United Life – OneAmerica; employee assistance program (EAP); Pre-Paid Legal Services; flexible benefits, and generous paid time off. Free parking provided nearby, staff discounts in the Basile History Market and the Stardust Café, and reciprocal benefits at other cultural institutions in Indianapolis. Salary will be reviewed during the interview process.

Applications

Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202 or at hr@indianahistory.org. Applications will be accepted until the position is filled.