

## **Administrative Assistant – Cranbrook Institute of Science**

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: [www.cranbrook.edu](http://www.cranbrook.edu).

The **Administrative Assistant** provides administrative support for the Advancement operation of Cranbrook Institute of Science including assisting the Director of Development, current and prospective donors, members, and volunteers. Primary responsibility is for overall administrative support of multiple fundraising events, including the annual Women Rock Science, Sporting Clay Shoot, and Upland Outing events. Additionally, the Administrative Assistant will coordinate the gift acknowledgement process for donors. This includes ensuring that workflow is handled efficiently, and that the donor is acknowledged in a timely manner. Additional responsibilities include generating gift reports, board reports, as well as maintaining donor data, and serving as back-up support for daily gift/membership deposits and member relations. This position begins immediately.

### **Responsibilities include, but are not limited to:**

#### **Event Coordination**

- Provides administrative support for fundraising events, including:
  - Creating invitation and RSVP lists, sending print and email invitations and updates, taking reservations, processing payments as needed, creating name tags and guest lists, assisting volunteers, and working the actual event
  - Submitting Space requests, work orders, and some vendor relations
  - Coordination with education department to identify event activities and required volunteers during events
  - Events include but are not limited to Rouge River Water Festival VIP Breakfast, Upland Outing, Sporting Clay Shoot, Women Rock Science, Director's Dinners, and other donor recognition events. Events may occur on evenings and weekends

#### **Operations**

- Data pulls from Raisers Edge database to create merged letters and other documents and reports

- Accurately produces acknowledgment and thank you letters for gifts received that appropriately reflect gift method, donor intent and purpose in accordance with outlined gift processing and Administrative Policy/Procedures
- Attends all Raisers Edge donor software training and maintenance meetings as needed
- Handles return mail and other donor data corrections, relaying new information to Gift Processing and ensuring that changes are accurately recorded in database
- Records and distributes agendas and meeting minutes at quarterly Fundraising & Support committee meetings, Women Rock Science planning meetings, and other Institute development meetings as needed
- Undertakes and manages projects as requested by Director of Development including any miscellaneous items required for work productivity
- Coordinates the administration of meetings and communications related to the Fundraising and Marketing Committee meetings. This includes assembling information packets and coordinating creation of slides/materials for Committee members, scheduling meetings, and taking, transcribing, and disseminating meeting notes
- Prepare purchase card, travel arrangements and expense reports for the Director of Development
- Make logistical, technical, and catering arrangements for meetings that include, but are not limited to: Fundraising and Marketing committee meetings, donor meetings/visits, and other meetings as needed
- Responds to, and fulfills donation requests to other nonprofits for free tickets

### **Secondary Responsibilities**

- Back up support for Membership reporting and fulfillment
- Back up support for daily gift processing batches that include gifts from donors and from on-site membership sales (visitor services), online, phone, and mail; sorting gifts appropriately and preparing documents and deposits that include accurate coding and copies for Gift Processing office, Director of Development, and development files as required
- Assists team with coordination of non-fundraising New Member Orientations, Member Exhibit Previews, Member Days, and other membership events. Attendance at most events required

### **Requirements:**

- High School Diploma or GED required; an associate degree or technical certification in Microsoft Excel and Power Point preferred
- Minimum of two years of administration background which demonstrates increasing levels of responsibility. Development experience is preferred

- High proficiency in Word, Excel and database management required to create mail merges, create complex spreadsheets and graphs, and maintain and run development reports required
- Experience and fluency with CRM and database management, preferably with Blackbaud: Raiser's Edge and RE NXT
- Demonstrated ability to work with confidential information
- Ability to effectively handle multiple tasks with deadlines with proven proficiency at effective prioritization and multitasking required
- Efficient in maintaining hard copy and electronic copy file maintenance and documentation on all gifts received
- Requires a valid Michigan driver's license with satisfactory driving record

Cranbrook offers competitive compensation and a unique environment that values collaboration. This is a part-time position working 20 hours per week.

For consideration, please visit the employment section of our website for instructions on completing and submitting an application, resume, and cover letter **(please note that a fully completed employment application is required for consideration)**: [www.cranbrook.edu/employment](http://www.cranbrook.edu/employment)