



Development Coordinator – Center for Collections & Research

Founded by Detroit philanthropists George and Ellen Booth in 1904, 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.

The **Development Coordinator** provides full-time support for the Advancement operation of Cranbrook Center for Collections and Research (the Center), including assisting the Director of Development with current and prospective donors and volunteers. Primary responsibility is for the operations of the Center Fund and planning of Center donor events. Additional responsibilities include generating gift reports, preparing donor acknowledgements, maintaining donor data, responding to donor and volunteer inquiries, assisting with designing and copywriting donor correspondence, and managing the Center communications and social media content.

Responsibilities include, but are not limited to:

- Assists with planning donor events and signature Center fundraisers, including working with vendors, caterers, and CEC Event Coordinators to map out all event details.
- In collaboration with the Director of Development, plans and implements a strategy for annual giving outreach which could include specialized outreach to donors and/or ad-hoc solicitation initiatives.
- Assists in maintaining prospect information, including entering prospect management information in Raiser's Edge/NXT database, running queries, and producing reports.
- Works with the Gift Processing and the Director of Development to ensure gifts are recorded properly.
- Assists with preparing pledge forms, pledge reminders, and donor invoices.
- Assists with copywriting of Center Advancement materials and contributes to the overall design.
- Manages the process of creating, editing, and launching the Center's communications with an emphasis on social media posts for programs, events, tours, lectures, fundraising initiatives, etc.
- Works with the Center's Senior Administrative Assistant to create and edit website pages, specifically those that are related to Center development activities.
- Responds to incoming donor inquiries by phone, e-mail, or mail.
- Maintains strict confidentiality of all database records, donor information, and materials reviewed.
- Attends all Raiser's Edge donor software training and maintenance meetings as needed.
- Works with the Director of Development to ensure that the gift policy procedure for all gifts is followed and that the appropriate level of acknowledgement is being done at all levels.
- Undertakes and manages projects as requested by the Director of Development, including any miscellaneous items for work productivity.
- Maintains attendance, punctuality, and performance standards set forth in Cranbrook's employee handbook.

Requirements:

- High School Diploma or GED required; an associate degree or technical certification in Microsoft Excel and PowerPoint preferred.
- Minimum of five years of administration background which demonstrates increasing levels of responsibility. Experience in nonprofit development with basic knowledge of fundraising concepts preferred.
- Excellent written and verbal communication skills to work effectively with diverse user groups.
- High proficiency in Word, Excel and database management required to create mail merges, complex spreadsheets and graphs, and maintain and run development reports.
- Experience and fluency with CRM and database management, preferably with Blackbaud: Raiser's Edge and RE NXT.
- Experience creating content using email marketing software, webpage platforms, and social media platforms preferred.
- Demonstrated ability to work with confidential information.
- Ability to effectively handle multiple tasks with deadlines.
- Efficient in maintaining hard copy and electronic copy file maintenance and documentation on all gifts received.
- Requires a valid Michigan driver's license with a satisfactory driving record.
- Must be able to navigate stairs in a building with no elevator, perform some light lifting, and stand for several hours at a time. The position also requires the ability to drive across campus using the employee's personal vehicle.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement programs with employer contribution. We also offer generous paid time off, 11 paid holidays and 3 floating holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or email humanresources@cranbrook.edu or fax (248) 645-3014. Our applications can be downloaded from the Employment page of our website at www.cranbrook.edu/employment. **(Please note that a fully completed employment application is required for consideration.)**