

Development Coordinator

Founded by Detroit philanthropists George and Ellen Booth in 1904, Cranbrook Educational Community includes the Cranbrook Academy of Art, Cranbrook Art Museum, Cranbrook Institute of Science, Cranbrook Schools, Cranbrook Center for Collections and Research, Cranbrook Horizons-Upward Bound, and Cranbrook House & Gardens. Located in Bloomfield Hills, Michigan, twenty miles north of downtown Detroit, Cranbrook's 319-acre campus is a National Historic Landmark District that welcomes tens of thousands of visitors each year to the Museum, Institute, and three historic houses. Cranbrook is also home to more than 150 graduate Academy students and 1,600 students in grades pre-K through 12 attending Cranbrook Schools.

The Development Coordinator provides support for the Advancement operation of Cranbrook Institute of Science, including assisting the Director of Development with current and prospective donors, members, and volunteers. Primary responsibility is for the overall operations of the Annual Fund and Membership processes, including membership fulfillment. Additional responsibilities include member event planning, generating gift reports, membership reports and member lists, as well as maintaining donor data, assisting with design, printing of membership literature and signs, and responding to membership and volunteer inquiries. The Development Coordinator will also partner with the Director of Development on the Annual Fund cycle, including donor segmentation, copywriting, and stewardship efforts. **Responsibilities include, but are not limited to:** Assist with events to include sponsor follow ups, sponsor benefit fulfillment and working the actual event (events may occur on evenings and weekends). Prepare daily gift processing batches. Manipulate downloads from Raisers Edge/NXT database in order to create merged letters and other documents and reports. Serve as main purchasing liaison for the department. Conduct ongoing benchmarking research of other similar organizations for membership and Annual Fund data. Work with volunteers who may assist with mailings and events. In collaboration with the Director of Development, assists with Annual Fund appeal planning. Identify and coordinate prospect list segmentation. Identify Annual Fund donor cultivation and stewardship opportunities. Prepare and manipulate membership data from Raisers Edge/NXT for email, mail and telemarketing renewal notifications. Support visitor services during peak visitation periods assisting with member admissions and sales of memberships; may include weekend and holiday dates.

Requirements: High School Diploma or GED required; an associate degree or technical school training in Microsoft Excel and Power Point preferred. Minimum of five years of strong administration, development, or membership background which demonstrates increasing levels of responsibility. Development experience is preferred. Computer proficiency in Word, Excel and database management required in order to create mail merges, create complex spreadsheets, 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.

For consideration, please submit a cover letter, resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax to (248) 645-3014, or email humanresources@cranbrook.edu. Our Employee Application can be downloaded from this [Employment Page](#).