

**FULL-TIME POSITION AVAILABLE**  
**DIRECTOR OF DEVELOPMENT**

**CRANBROOK CENTER FOR COLLECTIONS AND RESEARCH**  
**CRANBROOK EDUCATIONAL COMMUNITY**

**Bloomfield Hills, Michigan**

Cranbrook Educational Community is accepting applications for a Director of Development to support its newest Program Area, Cranbrook Center for Collections and Research (the Center). This is a unique opportunity for a mid-career development officer to play a leading role in the successful operation of the Center and its ability to meet its financial and program goals and objectives.

The Cranbrook Center for Collections and Research centralizes Cranbrook's 117-year story and offers intellectual engagement with its legacy. Publicly launched in 2012, the Center encompasses the management and curatorial leadership of Cranbrook's campus-wide collection of Cultural Properties, Archives, historic architecture (most notably Cranbrook House, Saarinen House, and the Frank Lloyd Wright-designed Smith House), and cultural landscapes. By preserving and interpreting the community's unparalleled landscape, architecture, collections, and archives, the Center provides memorable educational experiences and meaningful research opportunities for internal and external audiences.

Reporting directly to Cranbrook's Chief Advancement Officer, with a secondary reporting relationship with the Center Director, the Center Director of Development is responsible for successfully developing and implementing a comprehensive fundraising program for the Center, including annual giving; corporate, foundation, and government support; major and planned gifts; and fundraising/friend raising events.

The Center Director of Development also works collaboratively and in coordination with the Cranbrook Educational Community (CEC) Advancement team—including their colleagues at the Schools, Academy of Art and Art Museum, Institute of Science, and House & Gardens Auxiliary—to promote and assist with fundraising efforts throughout the Community. Towards this goal, this position will take responsibility for fundraising efforts, including grant writing, that support the preservation of Cranbrook's campus-wide Cultural Heritage Areas.

**MAJOR FY2022 PROJECTS:**

During the first fiscal year (July 2021 through June 2022), the Center Director of Development's major projects and responsibilities include:

- Developing and successfully implementing the Center's annual fundraiser in May/June 2022
- Leading a successful annual fund campaign
- Working with Center staff to write grants, including a National Park Service Save America's Treasures grant,

- Securing Center program sponsorships,
- Working with the Center Director to implement a series of educational fundraiser/friend-raiser events, such as the Center's popular Edible Landscapes Dinners, and
- Making substantial progress on two major capital projects: the restoration and expansion of the Albert Kahn-designed Lyon House as the new home of the Center and Cranbrook Archives and the implementation of the Cranbrook Japanese Garden Master Plan

#### **REQUIRED KNOWLEDGE AND EXPERIENCE:**

- Minimum of bachelor's degree.
- Minimum of five years of progressively responsible development or closely related/transferable experience, preferably with a museum, cultural or educational institution.
- Excellent interpersonal skills, including writing and editing formal and informal documents, and high-level organizational skills.
- Capability of working with major donors, high-level volunteers and major administrators.
- Computer proficiency necessary, including a demonstrated ability to creatively and effectively work remotely and meet all demands of the position using virtual platforms when necessary.
- Experience using Raiser's Edge NXT software preferred.
- Knowledge of government grants and governmental processes.
- Solid interpersonal skills and ability to work with diverse constituencies and high-level volunteers and donors, including corporate and foundation officers at all levels.
- Valid Michigan driver's license with satisfactory driving record.

This is a full-time, full-year position, with normal workdays Monday through Friday. Evening and weekend hours will be required to implement fundraising and friend-raising events. Cranbrook offers a competitive salary and benefits package that includes medical, dental, life, and retirement. Applications will be reviewed until position is filled with priority given to applications received by May 1, 2021.

Cranbrook Center for Collections and Research is a part of Cranbrook Educational Community, which includes its Schools, the Academy of Art, an Art Museum, an Institute of Science, 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 museum visitors each year to the Institute of Science, Art Museum, and three historic houses. Cranbrook also is home to more than 1,600 students in grades pre-K through 12 attending Cranbrook Schools and nearly 150 graduate Academy students.

Send letter, résumé, writing and/or work sample, list of references, and completed Cranbrook Employee Application (which can be downloaded from the Employment page of our website at [www.cranbrook.edu](http://www.cranbrook.edu)) to: Cranbrook, Human Resources, P. O. Box 801, Bloomfield Hills, Michigan 48303-0801, or email [humanresources@cranbrook.edu](mailto:humanresources@cranbrook.edu). Cranbrook is an equal opportunity employer and strives to provide a work environment that welcomes diversity.