

## **Director of Development – Horizons Upward Bound**

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. Cranbrook's Horizons Upward Bound program is one of the oldest and largest programs of its kind in the nation. Its mission is to prepare students who have limited opportunities from the Detroit Metropolitan area to enter and succeed in post-secondary education.

The Director of Development for Horizons-Upward Bound (HUB) is responsible for developing and implementing a comprehensive fundraising program for HUB, including annual giving, corporate and foundation support, major and planned giving, and special events. This position has a critical role in the successful operation of HUB and in meeting its financial and program goals and objectives and those of Cranbrook Educational Community (CEC).

**Responsibilities include, but are not limited to:** Develop and implement a comprehensive development program for HUB, including short- and long-term goals and strategies for all areas of fundraising. Successfully direct the planning, execution, and evaluation of the annual giving program for HUB. Initiate, prepare, and submit all proposals to foundations and corporations for grant or sponsorship support for HUB's priority needs and financial goals. Work with HUB's Director and Program Manager to successfully meet all reporting requirements in conjunction with all foundation and corporate grants or awards; identify new foundation and corporate sources of funding for HUB; and provide regular statistical reports and analyses on foundation and corporate support as requested. Serve as a liaison on behalf of the Chief Advancement Officer and HUB Director to the HUB Advisory Board and volunteer leadership. Collaborate with the HUB Director, the Director of Advancement for Cranbrook Schools, and other CEC Advancement colleagues, to successfully manage the individual major gifts program for HUB. Coordinate and prepare appropriate donor acknowledgement and tax receipt letters for all HUB contributions. Successfully manage the donor stewardship efforts for HUB gifts, including endowments, grants, sponsorships, Annual Fund donations, and all other contributions to the program. Involve, advise, and manage volunteer participation in HUB's development activities. Develop and oversee the HUB alumni relations program. Develop and disseminate all print, electronic, and social media materials in support of HUB's development activities. Plan and implement successful special events, including fundraisers, friend raising events, and donor stewardship events. Provide quarterly development reports and analyses to the HUB Advisory Board or its Executive Committee, as directed.

**Requirements:** Bachelor's degree in appropriate field is strongly preferred, and three to five years of fundraising experience is required. To successfully perform the functions of this position, computer proficiency is required, especially in Word and Excel for letter mail merges, Power Point web-based applications, mass emails and donor software programs for prospect contact management.

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](mailto:humanresources@cranbrook.edu). Our Employee Application can be downloaded from the employment page on our website at [Employment | Cranbrook](#)