

## **Donor Relations & Stewardship Manager**

Founded by Detroit philanthropists George and Ellen Booth in 1904, Cranbrook Educational Community (CEC) 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. For more, please visit our website: [www.cranbrook.edu](http://www.cranbrook.edu).

The **Donor Relations and Stewardship Manager** is responsible for the implementation and management of a comprehensive donor relations and stewardship program for key donors, and prospects of Cranbrook Educational Community ("CEC" or "Cranbrook"). The position reports to the Chief Advancement Officer (the "CAO") and works in close collaboration with the CEC's Advancement team, gift officers, and donor relations colleagues within Cranbrook Schools, Academy and Museum, Institute of Science, Center for Collections and Research, and Horizons-Upward Bound. This position plays a vital role in the cultivation, solicitation, and stewardship of high-level donors and volunteer leadership to ensure the success of Cranbrook's Advancement program in meeting its fundraising goals and objectives.

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

- Successfully develop and implement an effective and comprehensive donor relations program consisting of donor communications, acknowledgement, gift receipting, recognition (including a community wide recognition society), stewardship and special events to support the efforts of the CEC Advancement team
- Develop and write cases for support, impact stories, and custom solicitation letters
- Oversee the Community donor acknowledgement and gift receipting process
- Prepare donor correspondence for the Chief Advancement Officer, President, and Board of Trustee Chair, among others
- Create unique programs, reports, events, and materials to thank donors and ensure annual stewardship of endowed and other funds
- Collaborate with Advancement colleagues across campus to ensure uniform best practices in donor relations and adherence to Cranbrook's approved gift acceptance and recognition policies, procedures, and guidelines
- Work with Community partners in marketing and communications for community-wide donor newsletters, e-blasts, invitations, and announcements
- Regularly evaluate donor relations and stewardship activities and prepare consistent and accurate financial reports utilizing CRM database
- Maintain accuracy, confidentiality, and attention to detail in tracking all donor relations/stewardship activity in CRM database
- Fulfill other duties as assigned

### **Requirements:**

- A Bachelor's Degree in a related field is required along with a minimum of three years of successful experience in development, stewardship, event planning, or a related field such as customer relations
- Demonstrated ability to write effectively for a variety of purposes, including financial reports, acknowledgments, and persuasive writing

- Computer proficiency in Word and Excel, PowerPoint, and web-based applications
- Experience and fluency with CRMs and database management, preferably with Blackbaud: Raiser's Edge and RE NXT
- Requires demonstrated ability to think and plan strategically and work both independently and as part of a team to determine goals and successfully meet established objectives
- Attendance, punctuality, and other performance standards required as set forth in Cranbrook's employee handbook
- Requires valid Michigan driver's license with satisfactory driving record

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

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)