



## **Donor Relations and Stewardship Administrator**

Founded by Detroit philanthropists George and Ellen Booth in 1904, the 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](http://www.cranbrook.edu).

The **Donor Relations and Stewardship Administrator** will develop and implement a comprehensive donor centric relations and stewardship program for Cranbrook Schools. The incumbent will play an instrumental role in building and strengthening relationships with donors by helping process and acknowledge gifts, creating impact reports, assisting with planning and managing events, tracking donor relations activities in the database, and supporting campaign activities and recognition. This person will work closely with the Cranbrook Educational Community's (CEC) accounting and gift processing teams, and the CEC's Donor Relations and Stewardship Manager to ensure a comprehensive and robust Schools' stewardship program.

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

- Responsible for designing, implementing, managing and evaluating a comprehensive donor relations and stewardship program that consistently promotes donor engagement and recognition at all levels.
- Ensures that all donors receive a prompt tax receipt, and that leadership donors receive appropriate acknowledgement and stewardship.
- Issues pledge reminders for the Cranbrook Schools Fund and Major Gifts.
- Manages faculty/staff solicitation process and tracks progress toward goals.
- Works with the Information Systems Coordinator to develop reports and maintain quality control measures.
- Serves as liaison to Accounting and Gift Services to ensure development policies and practices are observed by staff as well as volunteers.
- Reviews all donor forms, solicitation materials, and other printed/digital collateral prior to print and/or publication.
- Work closely with the Schools' team and the CEC Donor Relations and Stewardship Manager on donor communications, recognition, stewardship, and special events.
- Serve as liaison with CEC stewardship on scholarship and endowment reports, impact stories, and annual report as well as donor recognition pieces and naming opportunities.
- Work with gift officers and leadership to help create and administer individualized stewardship plans for leadership donors.
- Craft acknowledgement letters with appropriate and meaningful messaging and update regularly.
- Remain current on best practices in donor relations and stewardship.
- Participate in and support Schools' development events as assigned.
- Assist in prospect and donor research as needed.

**Requirements:**

- A Bachelor's degree required along with a minimum of three years of strong administration background demonstrating increasing levels of responsibility. Development experience is preferred.
- Computer proficiency in Microsoft Office Suite products including Word and Excel; ability to create mail merges, complex spreadsheets, and maintain and run development reports.
- Knowledge and experience working with databases, preferably the Blackbaud/Raiser's Edge platform.
- Ability to effectively handle multiple tasks with deadlines (activity progress reports and gift acknowledgements, etc.) with proven proficiency at effective prioritization and multitasking.
- Capable of working independently as well as within a team.
- Efficient in maintaining hard copy file maintenance/documentation on all gifts received.
- Ability to exercise discretion and confidentiality and to interact professionally with donors and colleagues.
- Strong attention to detail.
- Willing to work occasional evening and weekend hours.
- Requires a 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 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](mailto: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](http://www.cranbrook.edu/employment).

**(Please note that a fully completed employment application is required for consideration)**