

## **Executive Assistant**

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 Executive Assistant provides a high level of administrative support to the Chief Advancement Officer (CAO) of Cranbrook Educational Community (CEC) as well as other central members of the CEC Senior Advancement Team. Will assist with administrative activities; coordinate office services; manage internal and external affairs including all appointments, meetings, and presentations; monitor and reconcile department operating budgets; possess working knowledge of all phases of CEC's overall operations and especially development and public relations/communications/marketing operations.

**Responsibilities include, but are not limited to:** Answer and screen all incoming telephone calls. Receive inquiries, exercise discretion in providing information, and direct inquiries otherwise to appropriate individuals. Schedule appointments/activities and maintain CAO's comprehensive calendar. Document CAO's fundraising-related activities, including in database; review and maintain documents of CAO's predictable activities. Track progress of Community-related Advancement strategic and operating goals. Act as a liaison between the CAO and Trustees, Governors, volunteers, donors, vendors, consultants, and CEC staff. Oversee the administration of meetings and communications related to the Advancement Trustee Committee and subcommittees. Assist the CAO with setting agendas for internal staff meetings. Open, review, and determine disposition of incoming correspondence. Prepare draft correspondence as appropriate. Handle with absolute discretion highly confidential information. Prepare purchasing card, travel arrangements and expense reports for the CAO. Monitor and reconcile Office of Advancement expense budgets and help with proactive planning. Make logistical, technical and catering arrangements for meetings. Review and maintain office-tracking procedure for all incoming and outgoing requests/acknowledgments from and for the CAO and track follow-up. Assist CAO with all aspects of fundraising, campaign or donor recognition, stewardship, cultivation, or other special events. Assist CAO with production of all CEC-wide mailings relating to advancement, marketing, and communications.

**Requirements:** Five years of experience providing administrative support at an executive level required. Experience working in an Advancement/Development setting preferred. High School diploma or GED required; an Associate's degree preferred. Advanced computer skills in Microsoft Office suite of applications (including Word, Excel, and PowerPoint), Adobe, web-based applications and with different internet browsers. Demonstrated ability to be innovative in the use of technology and willingness to learn new applications. Experience and fluency with CRM and database management, preferably with Blackbaud: Raiser's Edge and RE NXT. Detail-oriented; advanced editing and proofreading skills expected. Demonstrated ability to prioritize and organize multiple tasks, and excellent verbal and written communication skills required. Demonstrated ability to work with confidential information. Transcription skills highly desirable with an ability to transcribe quickly and accurately. 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](mailto:humanresources@cranbrook.edu). Our Employee Application can be downloaded from this [Employment Page](#).

