

Administrative Assistant – Advancement

Center for Collections

This position will support the programs and educational opportunities within Cranbrook Educational Community (CEC), the Administrative Assistant for Advancement will assist in event planning, donor and volunteer relations, marketing and communications, and gift processing, data entry and analysis for the CEC Advancement team with primary emphasis on the Center for Collections and Research. Responsibilities include: Develop and maintain event planning timelines, keeping Chairs, the DoD and others informed and up-to-date on event planning progress. Coordinate and attend event planning meetings as requested, taking and distributing minutes after approval. Assist in soliciting vendors, finalizing vendor contracts, and ensuring satisfactory vendor follow-up and payment. Compile donor, sponsor, and attendee information to ensure accuracy in reporting and analysis, appropriate recognition, accurate gift tax receipts and documentation, and participant satisfaction. Assist in the mailing and distribution of event invitations, tracking responses, and maintaining accurate lists of attendees. Ensure accurate processing of sponsorships, auction and in-kind donations, and ticket purchases, and prepare appropriate and timely tax receipts and acknowledgements for donors. Requirements: Position requires a high school diploma or GED, with a minimum of two years of administrative experience. The Administrative Assistant should possess strong typing skills, a basic accounting knowledge, and familiarity with databases or customer relationship management systems and the primary Microsoft Office software (Word, Excel and PowerPoint). The incumbent must have the demonstrated ability to prioritize and organize multiple tasks. Requires a valid Michigan driver's license with satisfactory driving record. **This is a temporary part-time position that will work from May – October, 2019 in the Advancement office.**