Assistant Director for Donor and Volunteer Relations
This position is responsible for the donor and volunteer relations and fundraising, cultivational and stewardship events programs for Cranbrook Academy of Art and Art Museum. The incumbent reports to the Sr. Director of Development for the Academy and Museum (SDOD) and works in close collaboration with the Academy Director, the Museum Director and other members of the Academy and Museum Development team. This position has a critical role in the successful operations of the Academy and Museum and in meeting their financial goals and objectives and those of Cranbrook Educational Community. **Responsibilities include:** Develop and implement an effective donor and volunteer relations program to support the efforts of the Development Office, consisting of stewardship, volunteer identification, recruitment and support, event follow-up, and donor and volunteer communications and recognition. Successfully develop and manage all aspects of all fundraising events for the Academy and Museum. Manage all aspects of all cultivation, stewardship or other related events for the Academy and Museum such as exhibition openings, friend- and mini-fundraising events, special prospect or donor relations events. And more. **Requirements:** A Bachelor's Degree in a related field is strongly preferred, and 3 – 5 years of experience in development, events planning or communications/public relations is required. To successfully perform the functions of this position, computer proficiency is required, especially in Word or Excel for letter mail merges, complex spreadsheets, Power Point and web-based applications, and donor software programs for prospect contact management. Also requires demonstrated ability to think and plan strategically in order to successfully accomplish goals and objectives. Experience must demonstrate a record of successful sales, management, fundraising or stewardship ability. Must also demonstrate ability to write effective solicitations, proposals, acknowledgments and donor/volunteer communications. Personal computer literacy and understanding of computerized development operations and data management and retrieval are essential.