

## **Donor Relations and Stewardship Manager**

## **Band II, Zone B - Community**

This position is responsible for donor engagement and stewardship for key donors and prospects of Cranbrook Educational Community ("CEC" or "Cranbrook") to help Cranbrook meet its strategic fundraising goals. The Donor Relations and Stewardship Manager implements and manages a comprehensive donor relations and stewardship program that appropriately and consistently promotes successful and meaningful engagement and recognition of individuals and entities supporting Cranbrook. **Responsibilities:** Successfully oversee the production of donor recognition plaques suitable for campaign and other development initiatives and serve as the liaison with Capital Projects and Facilities on their implementation in accordance with policies and procedures. Develop and maintain an inventory of named spaces and buildings on campus and of named funds, including true and quasi-endowed funds and spendable funds. Successfully work with Advancement colleagues to develop and implement strategic engagement and stewardship communications for donors through multiple media, including the Donor Honor Roll, donor newsletters, e-blasts, invitations, and case materials. Create innovative programs and projects to thank and steward donors and to ensure the external annual reporting to donors on endowments and other funds; coordinate this with other Advancement colleagues to ensure best practices and high cross-CEC standards; adhere to Cranbrook's approved gift acceptance and donor recognition policies and procedures and policy guidelines. Regularly evaluate donor relations and stewardship activities and prepare consistent and accurate reports for leadership on same. Also, regularly monitor and implement best practices for donor relations and stewardship activities among other non-profits. And more. **Requirements:** A Bachelor's Degree in a related field is required along with minimum three years of successful experience in development, stewardship, events planning, or a related field such as customer relations. To successfully perform the functions of this position, computer proficiency is essential, 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. Must also demonstrate ability to write effectively for a variety of purposes, stewardship reports, acknowledgments, thank-you letters, and persuasive writing. Requires valid Michigan driver's license with satisfactory driving record.