



Planned and Major Gifts Officer Cranbrook Educational Community

Cranbrook Educational Community seeks to hire a Planned and Major Gifts Office (PMGO) to join a talented and passionate institutional advancement team at a leading institution of learning, science, and art. Cranbrook is comprised of a graduate art academy, an art museum presenting modern and contemporary art and design, a natural history museum, three historically-significant homes and gardens, as well as a renowned pre-K through grade 12 independent college preparatory school. Cranbrook is an exceptional place, founded on a strong philanthropic base, and is seeking an exceptional candidate to help to build its legacy. This position offers exciting opportunities for the successful candidate to make a significant impact on the future of Cranbrook and the lives of many.

Core Competencies:

- Passionate – an enthusiastic advocate with a deep commitment to building donor-centric relationships that support the long-term sustainability of the Cranbrook community.
- Collaborative – a desire to seek creative and collaborative solutions with all levels of staff, high-level volunteers and potential donors
- Strategic – a significant and strategic knowledge of planned and major gifts
- Tech savvy – excellent computer skills and proficiency in PG Calc or similar software and in donor relations databases

The Opportunity:

- The PMGO provides leadership, planning and management for all aspects of Cranbrook's estate and planning program, including facilitation, evaluation, and implementation of Cranbrook's Legacy Society.
- The PMGO also serves as an internal advisor on estate and planned giving matters to Cranbrook's advancement team as well as senior leadership and high-level volunteers
- The PMGO manages an active high-level portfolio of donors and potential donors and manages their engagement, solicitation, and stewardship for current and lifetime gifts to Cranbrook.

Required Qualifications and Experience:

- A Bachelor's degree is required and an advanced degree (J.D.) and/or development certification (CFRE) is preferred.
- Minimum of seven years of progressively responsible experience in fundraising or estate planning is desired; significant experience in a related field will be considered.
- Excellent interpersonal skills and high-level organizational skills.
- Demonstrated ability to maintain sensitive and confidential information.

The Benefits:

- Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement.
- We also offer generous paid time off, 10 paid holidays and 3 optional holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

How to Apply:

- For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014, or email humanresources@cranbrook.edu.