

**Senior Administrative Assistant – Development****Band II, Zone A - Schools**

The primary function of the Sr. Administrative Assistant is to provide administrative support to the Cranbrook Schools Development team. **Responsibilities include:** gathering and reviewing information on constituents; preparing meeting materials; assisting with the processing of gifts or memberships and fulfillment or stewardship of same; assisting with events and event planning; and entering data on or retrieving data from CEC's Alumni/Development database. And more.

**Requirements:** High School Diploma or GED required; Associate's degree preferred. Minimum of four years of strong office administration background which demonstrates increasing levels of responsibility and accomplishment. Must have excellent interpersonal skills; high-level office and computer proficiency skills, including very good capability with the Microsoft Office suite of applications, especially Word, Excel, and PowerPoint; attention to detail; accuracy in working with numbers; and the ability to work accurately and independently on special projects and to work well with volunteers and colleagues. Knowledge of and expertise in Blackbaud products, including Razors Edge is preferred. The Sr. Administrative Assistant must also have a demonstrable record of handling confidential information in an appropriate manner. Experience in nonprofit development with basic knowledge of fundraising concepts would be a plus. Requires a valid Michigan driver's license with satisfactory driving record.