



Development Coordinator – Advancement

Founded by Detroit philanthropists George and Ellen Booth in 1904, Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: www.cranbrook.edu.

Reporting to the Director of Individual and Planned Giving, the **Development Coordinator** provides support to the Cranbrook Educational Community (CEC) Central Advancement Team. The position may also be asked to work with Directors of Development in Advancement and Development Offices across the CEC.

Responsibilities include, but are not limited to:

- Create data pulls from Raisers Edge database to create merged letters, documents, and reports.
- Accurately produce tax receipts and thank you letters for gifts received.
- Prepare pledge forms, pledge reminders, and donor invoices.
- Attend all Raisers Edge donor software training and maintenance meetings as needed.
- Gather and review information on CEC constituents from internal and external public sources and prepare reports or summaries as requested.
- Prepare briefings on volunteer leadership and principal and major gift prospects as requested by members of the Central Advancement Team.
- Assist with event planning, including developing and maintaining invitation and response lists, preparing nametags, preparing materials for volunteers or sponsors, and assisting at events.
- Review and organize other donor files, as directed by the Director of Individual and Planned Giving, in preparation for a comprehensive campaign.
- Undertake and manage projects as requested by Cranbrook's Chief Advancement Officer and/or Director of Individual and Planned Giving.
- Handle routine office functions such as copying, filing, greeting or assisting visitors, arranging meetings and travel, preparing expense reports, and keeping office or personal calendars as requested.
- Maintain strict confidentiality of all database records, donor information, and materials reviewed.
- Provide assistance within Advancement when needed and perform other duties as assigned, including occasional work at events or programs on weekends or evenings.
- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's employee handbook.

Requirements:

- High School Diploma or GED required; an associate degree or technical certification in Microsoft Excel and Power Point preferred.
- Minimum of five years of administration background which demonstrates increasing levels of responsibility. Experience in nonprofit development with basic knowledge of fundraising concepts preferred.
- Excellent written and verbal communication skills to work effectively with diverse user groups.
- High proficiency in Word, Excel and database management required to create mail merges, complex spreadsheets and graphs, and maintain and run development reports.
- Experience and fluency with CRM and database management, preferably with Blackbaud: Raiser's Edge and RE NXT.
- Demonstrated ability to work with confidential information.
- Ability to effectively handle multiple tasks with deadlines.
- Efficient in maintaining hard copy and electronic copy file maintenance and documentation on all gifts received.
- Some light lifting and the ability to stand for several hours at a time may be needed.
- Requires a valid Michigan driver's license with satisfactory driving record.

This part-time position (an average of 20 hours per week) includes eligibility for paid time off, participation in our retirement programs with employer contribution, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or email humanresources@cranbrook.edu or fax (248) 645-3014. Our applications can be downloaded from the Employment page of our website at www.cranbrook.edu/employment. **(Please note that a fully completed employment application is required for consideration)**