

## **Executive Assistant – Advancement Cranbrook Educational Community**

Cranbrook Educational Community (CEC) seeks to hire an experienced executive assistant to support its Chief Advancement Officer, the senior officer within Cranbrook responsible for raising voluntary support from individuals and organizations. The incumbent in this position will join a talented and passionate institutional advancement team at a leading institution of learning, science, and art. CEC is comprised of a graduate art academy, and 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. This position offers exciting opportunities for the successful candidate to make a significant impact on the future of Cranbrook.

### **Core Competencies**

- Passionate – a deep commitment to education, art, and science and to the importance of sharing those with broad and diverse audiences.
- Collaborative – a desire to seek creative and collaborative solutions with all levels of staff, high-level volunteers, and potential donors
- Organized and Detail-Oriented – a proven track record of supporting a high-functioning executive and assuming an array of administrative tasks to manage a critical department of 40
- Tech Savvy – Excellent computer skills, especially in the Microsoft Office suite of applications and experience in CRM databases

### **The Opportunity**

- The Executive Assistant provides a high level of administrative and office support to the CAO, including managing the CAO's internal and external schedule; screening telephone calls and handling mail; preparing materials for meetings and handling follow-up; and handling travel arrangements and expense reports,
- The Executive Assistant also serves as a liaison between the CAO and Trustees, Governors, volunteers, donors, vendors, consultants, and CEC staff by preparing and assembling information for meetings; gathering information for publications or reports; taking minutes of Board Committees; and assisting the CAO in setting meeting agendas.
- The Executive Assistant also monitors and reconciles department operating budgets; handles confidential personnel matters; makes logistical arrangements for meetings; and maintains assists the CAO with Advancement communications and other follow-up.

### **Required Qualifications and Experience**

- At least five years' experience providing administrative support at an executive level; high school diploma or GED; advanced computer skills in Microsoft Office; detail-oriented; advanced editing and proofreading skills; ability to prioritize and organize multiple tasks; and excellent written and oral communication skills.
- Demonstrated ability to maintain sensitive and confidential information.

- Prior experience with Raiser's Edge NXT is preferred as is an Associate's degree or higher.

### **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](mailto:humanresources@cranbrook.edu). Our Employee Application can be downloaded from the Employment page on our website at [www.cranbrook.edu](http://www.cranbrook.edu)