

Information and Systems Coordinator

The Information and Systems Coordinator will be responsible for developing and implementing strategies that enhance the functionality and utilization of Cranbrook's development database by the Schools Advancement staff. This position will focus on writing queries and exports, preparing and analyzing data for direct mail, email, and phone solicitations, and developing reports to help direct fund-raising goals and strategies. Additional responsibilities include website administration, data entry and database maintenance, presentation development, and documentation of system-related policies and procedures. In executing these responsibilities, this position will be a liaison with other departments, including Central Advancement Services, Information Technology, and Schools Communications. **Requirements:** Bachelor's degree in related fields or equivalent technical training required. Familiarity with development and/or non-profit working environment preferred. Minimum of three years experience with database management, querying and reporting. Expert in report writing application techniques (Crystal Reports preferred). Experience with Blackbaud products, specifically Raisers Edge, preferred. Data conversion experience desirable. Experience working with team members to solve technical problems and synthesizing technical information to develop solutions. Proficient in Microsoft Word, Excel and PowerPoint. Strong analytical skills. Demonstrated ability to multitask and manage deadlines. Experience with web platforms will be favorably considered. Requires a valid Michigan driver's license with satisfactory driving record.