



## Major Gifts Officer

Founded by Detroit philanthropists George and Ellen Booth in 1904, the 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](http://www.cranbrook.edu).

Cranbrook Schools seeks a **Major Gifts Officer** (MGO) to start in July 2022. Reporting to the Associate Director of Advancement, the MGO is responsible for qualifying, cultivating, soliciting, and stewarding major gifts (\$50,000+) and the leadership of annual gifts for Cranbrook Schools. The MGO will work collaboratively with the Schools Advancement team, Schools leadership, and the greater Cranbrook Educational Community Development team as well as with volunteers and board members in pursuit of reaching the School's fundraising goals.

### Responsibilities include, but are not limited to:

- Work with the Associate Director of Advancement to create and implement a strategic major gifts program.
- Manage a portfolio of up to 200 prospective major donors.
- Implement strategies to identify, cultivate, solicit and steward assigned prospects.
- Manage effective systems for tracking and reporting major gifts progress throughout the year.
- Direct high-level cultivation and solicitation activity to the Associate Director of Advancement and Director of Advancement when appropriate, and support those activities as needed.
- Work closely with members of the advancement team and colleagues to support campaign goals and objectives.
- Develop tools and materials to facilitate regular, strategic communications with donors and prospective donors.
- Ensure quality communications follow all meaningful contacts and gifts to provide acknowledgment and documentation.
- Schedule and execute travel plans that support prospect qualification, cultivation and solicitation.
- Initiate contact and meet with existing and potential donors locally, nationally and internationally.
- Develop donor-centered cultivation strategies to facilitate interest in Schools' giving priorities.
- Solicit contributions of \$50,000 or more to advance these priorities.
- Help plan and execute fundraising and/or donor cultivation events.
- Participate actively in staff meetings and retreats and Board meetings when requested.
- Contribute content for organizational communications and marketing materials, such as the website and alumni magazine.
- Adhere to institutional expectations regarding administrative systems and procedures, such as submitting expense reports, credit card reconciliations, invoices, etc.

- Maintains attendance, punctuality, and performance standards set forth in Cranbrook's employee handbook.

**Requirements:**

- Bachelor's degree required; graduate degree preferred.
- At least three to five years fundraising experience, preferably in an independent school or higher education setting; major gift or campaign experience preferred.
- Proven success in directly soliciting and closing charitable gifts and in meeting fundraising goals.
- Excellent interpersonal skills and high-level organizational skills required. Will be regularly communicating with major donors, high level volunteers and major administrators. It is necessary to have the ability to understand, speak, and write in English.
- An advanced level of judgement and problem-solving ability are required to perform the functions of this position.
- High integrity, and ability to handle sensitive information with discretion and tact.
- High-level organizational skills including multi-tasking and time management.
- Demonstrated capacity to operate in a fast-paced varied work environment with atypical or unpredictable hours and tasks.
- Must have the ability to travel extensively.
- At events, there could be a significant amount of standing/walking and/or lifting up to 50 lbs.
- Effective manager and team player.
- Proficient computer skills; experience with Microsoft Office suite and Blackbaud Raiser's Edge software a plus.
- Valid Driver's License with satisfactory driving record required.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement programs with employer contribution. We also offer generous paid time off, 11 paid holidays and 3 floating holidays, employee discounts, 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](mailto: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](http://www.cranbrook.edu/employment).

**(Please note that a fully completed employment application is required for consideration)**