

Major Gift Officer/Manager (Rank Open)

Duke Kunshan University

Job Description

Position Overview:

The Major Gift Officer/Manager is an integral member of Duke Kunshan's development team, which consists of professionals in Kunshan as well as in Durham, NC. This integrated team has joint accountability for fundraising and business development to find resources and establish networks to support the short-term as well as long-term success of Duke Kunshan. Working closely with the Development Team and other Duke Kunshan departments/teams, the Major Gifts Officer/Manager is responsible for planning, coordinating and implementing major donor strategies and programs to meet the university's fundraising goals. The Major Gifts Officer/Manager will be charged with direct solicitation of gifts and for managing a portfolio of major gift prospects as well as creating and enhancing relationships with current and prospective donors.

Reports to:

Director of Development and Alumni Relations

Essential Duties:

- Prospect identification and strategy: Identify prospects through fieldwork, screening, and research; recommend priorities and approaches for in-person and other follow-up
- Prospect engagement: Help develop and maintain a prospect engagement plan; help secure appointments with prospects; meeting with prospects jointly with the development director or on his/her own to cultivate the relationship; prepare prospect briefings for meetings; compile and refine meeting minutes
- Proposals and correspondence: Draft proposals to individual and corporate prospects. Track proposal status and correspondence. Help with other correspondence, as needed
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Candidate should at least possess an undergraduate degree. MBA or other relevant advanced degree desirable.
- Depending on different titles (Officer vs. Manager), requires at least four to eight years of work experience (or an equivalent combination of relevant work experience and education) in fundraising, sales and marketing, alumni affairs, public relations, private wealth management, finance, or a related field sufficient to acquire skills necessary to support and participate in general fundraising activities and proposal development. The position also requires experience in relationship development with diverse organizations and constituencies.
- Work requires excellent inter-personal, oral and written communication skills in both English and Chinese, and strong analytical and organizational skills
- Comprehensive knowledge of China and familiarity with Western higher education models
- Program and event planning, marketing and communications, and development expertise