

Development Assistant/Specialist (Rank Open)

Duke Kunshan University

Job Description

Position Overview:

The Development Assistant/Specialist (Rank Open) 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 alumni relations to find resources and establish networks to support the short-term as well as long-term success of Duke Kunshan University. Working closely with other Duke Kunshan departments/teams, the Development Assistant/Specialist is responsible for supporting, coordinating and implementing programs and administrative work to meet the university's fundraising goals.

Reports to:

Development Manager, DKU

Essential Duties:

Data Management and Prospect Research

- Maintain DKU development database. Maintain prospect data and use database to record prospect/donor activity in an efficient and effective way.
- Carry out prospect research, identify prospect priorities and prepare reports and briefings.

Alumni Relations

- Assist DKU alumni relations programs and support alumni events.

Events and Other Tasks

- Support development events, campus tours, visitor arrangements and other special events in support of development goals.
- Provide support to donor cultivation, recognition and stewardship activities.
- Perform other duties 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:

- Work requires analytical, communications and organizational skills generally acquired through completion of a bachelor's degree program. An advanced degree or a background in sciences or social sciences is desirable. Ranking will vary according to the length and relevance of experience and specific background.
- Great attention to details.
- High work ethics and willing to work under tight deadlines.
- Fluency in English and Mandarin.
- Interest in higher education, fundraising work and alumni relations.