

Development Manager
Duke Kunshan University
Job Description

Position Overview:

Duke Kunshan University (DKU) is a Sino-foreign Cooperative University approved by the Ministry of Education and founded by Duke University, Wuhan University and Kunshan City Government. DKU is a non-profit public welfare social organization with independent legal status. The position is based in Kunshan.

The Development Manager is an integral member of DKU's development team, which consists of professionals in Durham, NC as well as Kunshan. 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. Working closely with other Duke Kunshan departments/teams, the Development Manager oversees the fundraising and alumni database, and has main responsibility in identifying, cultivating and solicitating prospects to fulfill the university's fundraising goal.

Reports to:

Director of Development, DKU

Essential Duties:

Fundraising

- Support planning and execution of comprehensive major gift fundraising strategies and efforts to include alumni, parents, Advisory Board members, prospective individual and corporate donors and friends of DKU.
- Prospect identification and strategy: Identify prospects through fieldwork, screening, and research, in coordination with Duke University Development team. Make sure the update prospect and key contact lists. Recommend priorities and approaches for in-person and other follow-up.
- Prospect engagement: Help develop and maintain the 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.
- Create and organize strategic programs or events to support fundraising goals.

- Promote the DKU brand through various platforms and interactions with individuals and corporations.

Data Management and Prospect Research

- Strategize, plan and build DKU development and alumni database.
- Oversee the maintenance of prospect data and improve database usage to record prospect/donor activity in an efficient and effective way.
- Carry out prospect research, identify prospect priorities and prepare reports and briefings.

Other Duties

- 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 communications, analytical and organizational skills generally acquired through completion of a bachelor's degree program. MBA or other relevant advanced degree desirable.
- Requires at least five years of work experience (or an equivalent combination of relevant work experience and education) in alumni affairs, public relations, fundraising, sales and promotions, marketing, or a related field sufficient to acquire skills necessary to administer, coordinate and/or participate in general fundraising activities and proposal development.
- The position also requires experience in relationship development with diverse organizations and constituencies.
- Fluency in English and Mandarin.
- Comprehensive knowledge of China.
- Familiarity with Western higher education models.
- Program and event planning, marketing and communications, and development expertise.