

Development Specialist
Duke Kunshan University
Job Description

Position Overview:

The Development Specialist 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 Development Specialist is responsible for planning, coordinating and implementing major donor strategies and programs to meet the university's fundraising goals.

Reports to:

Director of Development and Alumni Relations, DKU

Essential Duties:

Fundraising Activities and Data Management

- Prospect research: carry out prospect research, identify prospect priorities and prepare reports and briefings.
- Prospect data management: develop DKU development database infrastructure in coordination with Duke and DKU development team. Maintain prospect data, use database to record prospect/donor activity and ensure appropriate and timely communication.
- Participate in the coordination of development campaigns and events, including planning, marketing and execution of events as well as ensuring proper administrative activities and procedures.
- Provide support to donor cultivation, recognition and stewardship activities.
- Develop written correspondence, reports, presentations and other materials to support on-going prospect/donor cultivation and engagement.

Alumni Relations

- In coordination with Duke University alumni relations team, assist DKU alumni relations programs in China, strengthening volunteer leadership and supporting or initiating events related with DKU.

- Develop effective communication channels and materials to increase engagement of alumni and promote the culture of giving.

Events and Other Administrative Tasks

- Support development events, campus tours, visitor arrangements and other special events in support of development goals.
- Supervise development interns as needed.
- Perform other administrative tasks as needed.
- 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. An advanced degree is desirable.
- Requires at least three years of work experience or more in communications, alumni affairs, public relations, fund raising, marketing or a related field sufficient to acquire skills necessary to administer, coordinate and/or participate in development communications and fundraising activities.
- Fluency in English in Mandarin.
- Possess excellent written and oral communication skills.
- Familiarity with Western higher education models.
- Program and event planning, marketing and communications, and development expertise.