Position Overview:
Under the supervision of the Foundation Manager, the DKU Education Foundation Assistant/Specialist is responsible for the project management and reporting, administrative and financial support, and daily operation of the Foundation.

Reports to:
Foundation Manager, DKU Foundation

Essential Duties:

Project Management and Reporting
- Support DKU Foundation project development and follow up implementation of the projects. Make sure projects are carried out according to donors’ intent, complying with internal and external rules and regulations, as well as in an efficient and effective way.
- Develop reporting for donor projects to support donor stewardship and enhance communication and awareness.
- Be familiar with related government regulations of Charitable Organizations and ensure that the DKU Foundation is compliant.

Proposal Writing and Prospect Research
- Write and edit gift proposals.
- Collect and compile information to reflect new development and funding needs at Duke Kunshan University.
- Carry out prospect research to support fundraising activities and fundraising strategy-setting.

Administration Support
- Support Foundation Board Meetings, committee meetings and prepare board meeting materials.
- Maintain and update filing systems including contracts, reports, meeting minutes, contact database and other office documents.
- Provide other administrative support for the Foundation management and daily operation.
● Maintain the financial documents and ensure they are complete and up to date.
● Perform other duties as assigned.
● Foundation employees’ job responsibilities will continue to expand in scope and depth as the Foundation grows in size and complexity in its programs.

**Required Qualifications:**
● Bachelor’s degree or above in related fields with demonstrated interest in working in education and foundations.
● Familiar with related government regulations of charitable organizations.
● Good computer and communicating skills; able to work in English; quick learner.
● High efficiency, organized, flexible, can work under pressure.
● Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
● Team player, good personality, passionate about non-profit sector and higher education.
● Strong sense of responsibility and proven ability to meet deadlines working on multiple projects simultaneously.
● Ability to work independently and as part of multi-cultural and multidisciplinary team.