

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 campus is located in Kunshan Yangcheng Lake Science Park, Jiangsu Province. 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 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 Manager also support corporate relations and alumni relations work with the ultimate goal of enhancing DKU branding and achieving development goals.

Reports to:

Director of Development, DKU

Essential Duties:

Fundraising and Development

- Support planning and execution of comprehensive major gift fundraising 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. Update prospect and key contact lists. 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.

- Events: Help with planning, marketing and execution of events. Help with Advisory Board meetings and creating other Associations in support of development goals.
- Keep abreast of institutional priorities, programs and events for use in development efforts.
- Create and organize strategic programs or events to support fundraising goals.
- Promote the DKU brand through various platforms and interactions with individuals and corporations.

Foundation Management and Government Relations

- Manage the DKU Education Development Foundation daily work
- Support the Foundation Board Meeting and prepare board meeting materials
- Be familiar with related government regulations of Charitable Organizations, and ensure that the DKU Foundation is compliant.
- Manage development related government engagement and strengthen relations with key government stakeholders
- Interface with government agencies for development events

Corporate Relations

- Assist with the design and delivery of innovative educational programs that meet the needs of ultra-high net worth individuals.
- Support the development of a set of target companies maintain relationships.
- Support identifying and producing conference opportunities that will enhance the long term strategy of DKU.

Alumni Relations

- In coordination with Duke University alumni relation team, assist the Duke Alumni relations program in China, strengthening volunteer leadership and supporting or initiating events related with DKU.
- In coordination with DKU career center teams, support alumni career mentorship program to establish the link between Duke and DKU alumni and students on campus.

Other Duties

- 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. 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, fund raising, sales and promotions, marketing, or a related field sufficient to acquire skills necessary to administer, coordinate and/or participate in general fund raising 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.