

## **Education Development Foundation Coordinator/Manager (Rank Open)**

### **Duke Kunshan University**

#### **Job Description**

##### **Position Overview:**

Under the supervision of the Secretary General, the DKU Education Foundation Coordinator/Manager is responsible for the project management, administrative and financial support, and daily operation of the Foundation.

##### **Reports to:**

Secretary General, DKU Foundation

##### **Essential Duties:**

###### **Project Management and Administration Support**

- Support or oversee project development, carry out 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.
- Be familiar with related government regulations of Charitable Organizations, and ensure that the DKU Foundation is compliant.
- Support or oversee the development and enhancement of the Foundation's internal policies and rules.
- Plan and organize Foundation Board Meetings, committee meetings and prepare board meeting materials.
- Prepare donor stewardship reports.
- 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.
- Foundation employees' job responsibilities will continue to expand in scope and depth as the Foundation grows in size and complexity in its programs.

### **Financial Support (in Coordination with Foundation's Finance Team)**

- Maintain accounting records of the DKU Foundation based on the Private Non-profit Organization Accounting Principle.
- Maintain the financial documents and ensure they are complete and up to date.
- Track the expenditure of the Foundation's restricted funds and non-restricted funds, and provide periodic reports to the Foundation management and project team.
- Be responsible for the tax related issues.
- Coordinate the external audit and prepare the related reports requested by the government.
- Provide support for the development of the DKU Foundation budget.
- Other tasks as assigned.

### **Required Qualifications:**

- Bachelor's Degree or above in non-profit management, business administration, other social sciences or related fields.
- 3 years or above working experience in NGOs.
- 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.