

## **Duke University School of Nursing**

### **Job Description**

**HR Title: Major Gifts Officer**

**Working Title: Senior Director of Development**

**Job Code: 1821**

**Job Level: 16**

**Updated: 08/09/2023**

### **Occupational Summary**

Develop and implement programs and strategies to identify, cultivate, solicit and steward alumni, grateful patients, parents, foundations, organizations and friends of Duke University School of Nursing (DUSON) for significant gifts, both outright and deferred, to fund School priorities. The position is part of the development and alumni affairs team for the School of Nursing and responsible for the success of individual and team fund raising targets. Special attention in this position will be to expand the circle of donors to the School beyond the traditional DUSON alumni base.

### **Supervisor**

Reports to the Associate Dean, Development and Alumni Affairs, Duke University School of Nursing.

### **Responsibilities**

- Identify, cultivate, solicit and steward major and planned gift prospects (\$25K or more); recommend and implement deliberate cultivation and solicitation strategies for prospects, working with the Associate Dean of Development and Alumni Affairs, administrators, faculty and volunteers as appropriate.
- Manage, implement and evaluate aggressive plan to qualify new prospects for the School of Nursing with appropriate qualification goals and tracking.
- In collaboration with the Associate Dean of Development and Alumni Affairs, build relationships and maintain communication with administrators, faculty and staff to increase and coordinate the level of their involvement to enhance gift support for the School of Nursing.
- Develop and maintain relationships with development colleagues across campus to partner on gift conversations with donors who have multiple interests and identification and qualification of new donors.
- Maintain active portfolio of 120-150 individual donors and prospects; develop, track and meet personal performance metrics established by the Associate Dean in cooperation with Duke Health Development and Alumni Affairs (DHDAA).
- Manage a portfolio of targeted foundations and other institutional prospects as assigned in partnership with DHDAA colleagues, identifying new potential prospects.
- Maintain knowledge of current tax laws and planned giving opportunities to cultivate and solicit planned gift donors, working with gift planning colleagues in DHDAA and/or Alumni Engagement and Development (DAED) as appropriate.
- Assist in identifying and recruiting volunteers for the Nursing Alumni Council, the Board of Visitors, and other engagement opportunities for DUSON representation such as the Duke Alumni Association regional boards.
- Provide support for campaign planning activities as requested.
- Provide advice as a team member for alumni engagement and communications activities of the unit and assist as requested with strategic events.

- Draft proposals, stewardship letters and other communications as needed; provide input on stewardship of gifts.
- Develop contact reports and record activities in moves management system; review monthly moves management reports to ensure appropriate progress toward goals, accuracy and timeliness of recording and follow-up.
- Perform other related duties incidental to the work described herein and as assigned.

### **EDUCATION/TRAINING**

Bachelor's degree required.

### **EXPERIENCE**

Work requires a minimum of five years of progressive fundraising experience in a major university, academic health system, or related organization with a proven track record in securing funding at the major gift level. Campaign experience is desirable.

### **SKILLS/REQUIREMENTS**

Superior communication skills, both oral and written. Must be able to communicate effectively to a large/diverse audience including senior administrators, board members, donors, prospects, colleagues and other constituents.

A high level of comfort and effectiveness working with high net worth individuals and business leaders.

Must be a self-starter with a sense of urgency, high level of organization, and the ability to adapt and lead through changing circumstances in a complex organization.

Must have a creative approach to problem solving and strong critical thinking and analytical skills. A high level of energy, self-confidence, optimism, and ability to function at peak levels in a fast paced, high expectation environment are essential.

Frequent travel and flexibility in work hours to include evenings as needed to accomplish objectives and satisfy goals.

**OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE SKILLS**