

Duke University School of Nursing

Job Description

HR Title: Associate Dean for Development and Alumni Relations

Working Title: Associate Dean for Development and Alumni Affairs

Job Code: 2213

Job Level: 17

Updated 03/20/24

General Purpose

The Associate Dean for Development and Alumni Affairs has overall responsibility for planning, developing and directing a comprehensive fund-raising program for the School of Nursing. The Associate Dean for Development and Alumni Affairs creates and recommends a strategic development plan by identifying benchmark fund-raising outcomes for the organization and a clear plan for achievement of those goals. The position is accountable for achieving the School's philanthropic fund raising targets. The Associate Dean for Development and Alumni Affairs is a member of the Dean's senior leadership group and coordinates closely with leaders from Duke Health and Duke University development and alumni affairs teams.

Supervisor

The position reports directly to the Dean of the School of Nursing.

Work Location

As a senior leader within the organization, the Associate Dean for Development and Alumni Affairs is generally expected to work on campus two or more days per week with the balance of time working remotely, including travelling for donor engagement purposes.

Essential Responsibilities

1. Lead the creation of a strategic development plan that addresses the fundraising needs of the school. Seek input from other school leaders and the Dean to define fundraising priorities and giving opportunities with attention to strategic needs of the school.. Assist administrators and faculty in the recognition and prioritization of institutional funding needs, keep abreast of institutional priorities, University programs, and events. Consistently increases giving and the school's philanthropic base.
2. Develop a strategy that allows the School to increase fundraising performance to a consistent level of 4 times the total annual cost of the School's fully loaded development and alumni affairs functions. Include in this strategy development a plan to secure a transformational gift.
3. Oversee school corporate and foundation relations, individual giving – principal, leadership, major and special gifts, annual giving, and stewardship, as well as alumni relations, alumni information systems, outreach events and advancement services.
4. Manage a portfolio of the school's top prospects and donors. Develop strategies for principal and major gift solicitations; identify, cultivate and solicit principal and major gifts from prospective individual donors. Cultivate and present proposals to corporate, industry, and foundation prospects for school's institutional priorities. Collaborate and coordinate fundraising initiatives

and prospect management with Duke Health and Duke University development and alumni affairs teams..

5. Prioritize and coordinate the Dean's engagement with top prospects and donors in a way that maximizes the Dean's time and effectiveness of the visits.
6. Provide oversight of the school's two volunteer boards, the Nursing Alumni Council and the Board of Visitors. Coordinates, leads and evaluates the activities of these two boards such that they are strategic and in support of fund raising and School priorities. Establish clear standards for giving by members of volunteer boards.
7. Lead and manage the day-to-day operations of the development team, clarifying goals and establishing timelines and milestones for accomplishing. Provide direct supervision of development professionals, including hiring, performance appraisals, promotions, transfers and vacation schedules; conducts regular assessment and review meetings and formal evaluations. Insure that best practices in fund raising are followed and ensure accountability for achieving performance metrics by fundraising staff.
8. Develop faculty engagement strategies and plans in support of fundraising goals.
9. Oversee creation of new endowment agreements, ensuring compliance with University reporting requirements and donor stewardship. Proactively engages the Vice Dean, Finance and Administration in planning and review of giving agreements of \$1 million or greater to ensure maximum flexibility and benefit to the School.
10. Determine fiscal requirements for the Development & Alumni Affairs office; develop budgetary priorities and requests; track progress and recommend adjustments as necessary.
11. Prepare reports and analyses setting forth progress, adverse trends and appropriate recommendations or conclusions.

Requirements

Bachelor's degree required, with preference given to candidates with a graduate or professional school degree.

Minimum of 10 years of progressive fundraising experience and success leading a team of development professionals required. Significant and successful experience developing and leading fundraising strategy implementation in an academic medical center or for a complex healthcare organization highly preferred. Successful candidates will have a strong individual commitment to the School's mission of health equity and social justice and exposure to all facets of fundraising, including annual giving, principal, major and transformational gifts and successful relationship-building with key constituencies.

OR ANY OTHER EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE.

In addition, ideal candidate will possess the following qualities/attributes:

- Outstanding written and oral communication skills.
- Experience managing, motivating and retaining a staff with multiple priorities and within the context of a complex university and medical center development system.
- Ability and willingness to travel extensively.