



POSITION DESCRIPTION

Development Projects Coordinator, REQ 234567

Working Title: Development Associate

Job Code: 2303

Level 11

Job Family: 34, External Affairs

Revised Date: August 2022

FLSA: Exempt

Occupational Summary:

Responsible for working collaboratively with the Duke University School of Nursing Development and Alumni Affairs team to initiate and assist with activities in the cultivation, solicitation, and stewardship of individuals and organizations, and to perform other activities as needed in alignment with the goals of the department.

Work Performed:

Prospect Strategy and Fundraising Support – 60%

Proactively coordinate, manage and prioritize the prospect portfolio work of the Dean and Associate Dean across all stages of the fundraising cycle.

Research, compile and compose accurate and confidential information on prospects and donors to inform and drive prospect management strategies.

Serve as liaison to Duke Health Development and Alumni Affairs Research and Prospect Management teams and provide support for other development and major gifts committees as needed.

Thoroughly review prospect files and data systems, research and gather information to develop briefing materials, talking points and other information to prepare fundraisers, leaders, and faculty members for meetings, phone calls, events, and other interactions with individual prospects and donors, as well as representatives from foundations.

Assist the Associate Dean in creating trip lists for development travel. Schedule visits on behalf of Dean and Associate Dean with donors and prospects, anticipating and drafting pre- and follow-up correspondence, and assisting with travel coordination, often in collaboration with Dean's office.

Manage grant reporting deadlines in cooperation with DHDA Foundations colleagues and work with gift officers and faculty members to meet all requirements.

Enter donor activity into Duke's relationship management database (DADD) on behalf on Associate Dean in timely fashion; manage entry and updates of prospect cycle activity for the team.

Stewardship and Communication – 25%

Proactively provide and monitor visit follow-up and stewardship action for donors through appropriate correspondence on behalf of Associate Dean and Dean; develop and manage new process for regular touches with top prospects.

Develop documents that seek financial support, including the creation of formal proposals, Letters of Intent, and email correspondence, typically in coordination with colleagues across Duke Health and University Development; manage RFP notifications to SON faculty.

Draft and manage correspondence for a variety of purposes to include, but not limited to, letters and emails acknowledging gifts and commitments, solicitations for central Annual Fund appeals and targeted solicitations, stewardship, and other projects as assigned.

Project and Event Management – 15%

Create system to determine event ROI and manage data.

Prepare briefing documents, meeting materials, and other information to support prospect meetings and campus visits. Interface with constituents in planning such meetings and visits.

Manage the nomination process of the School's Board of Visitors and Nursing Alumni Council to further engage and steward prospects and donors.

Manage and assist with special projects and events, including planning for and implementing the meetings of the Board of Visitors and Nursing Alumni Council.

Other duties as assigned.

EDUCATION/TRAINING

Work requires bachelor's degree.

EXPERIENCE

Work requires two years of related experience in Development or Project Management. Must be organized and detail oriented and have demonstrated ability to use software applications, databases, and networked informational systems. Development experience in higher education or a health care setting is preferred.

SKILLS/REQUIREMENTS

Demonstrated knowledge of the fundamentals of fundraising/advancement.

Excellent customer service skills.

Excellent written and verbal communication skills and the ability to communicate effectively with a diverse group of individuals in a diplomatic and professional manner.

Demonstrated ability to handle multiple, complex fundraising project activities and simultaneously participate in the coordination of solicitation and stewardship strategies.

Ability to be flexible in working independently as well as collaboratively with senior-level management and others to achieve defined goals.

Possess the traits of good judgment and discretion in communicating with colleagues and constituents.

Demonstrated initiative to organize and follow through with complex tasks to meet deadlines.

An authentic appreciation for the importance of higher education and research conducted at a top-ranked university.

Demonstrated ability to thrive and succeed in a culture that is results-oriented and fast paced where the team is proactive and focused on consistently advancing prospects toward closing gifts.

Consensus building skills, collegiality and the agility necessary to build relationships across multiple constituencies.

Resourcefulness in analyzing situations, finding and recommending appropriate solutions to problems and initiative in presenting alternatives and implementing solutions.

Demonstrated proficiency with data management and database oversight.

Demonstrated proficiency with Microsoft Office Suite to include Word, Power Point, Excel and Teams is preferred.

Demonstrated proficiency with Zoom.