

**Duke University School of Nursing**

**Job Description: Associate Dean for Development and Alumni Relation**

**Job Code: 2213**

**Job Level: 17**

**Updated January 29, 2016**

**General Purpose**

The School of Nursing s Associate Dean for Development and Alumni Relations has overall responsibility for planning, developing and

jected dollars to be raised, and overall campaign plan, including marketing, budgetary needs, donor recognition levels and staffing needs. Oversee Capital Campaign committee, including training of volunteers, meeting agendas, activities, and events.

Provide oversight of the school's two volunteer boards, the Nursing Alumni Council and the Board of Advisors. Coordinates and lead the activities of these two boards such that they are strategic and in support of fund raising and School priorities.

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 monthly assessment and review meetings; and conduct formal annual evaluations.

Oversee all endowment agreements, ensuring compliance with University reporting requirements and donor stewardship.

Determine fiscal requirements for the Development & Alumni Relations office; develop budgetary priorities; track progress and recommend adjustments as necessary.

Prepare reports and analyses setting forth progress, adverse trends and appropriate recommendations or conclusions.

### **Requirements**

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

Minimum of 10 years of progressive fundraising experience and leadership success. Exposure to all facets of fundraising, including annual giving, principal and major gifts and successful relationship-building with key constituencies. Successful experience with identification, cultivation and solicitation of principal and major gift prospects.

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

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

- Healthcare or nursing experience.
- Outstanding written and oral communication skills.
- Familiarity with the academic environment.
- 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.