## Scope of Responsibilities:

Develop, coordinate, and implement a comprehensive external relations plan including outreach, communication, and fundraising efforts for Jewish Life at Duke University. Manage all development efforts including donor identification, cultivation, solicitation, and stewardship to raise funds to support Jewish Life at Duke. Manage a comprehensive communication strategy for parents, alumni, and donors including the development of appropriate public relations materials. Coordinate all outreach efforts to current stakeholders and future stakeholders including parents, alumni, and donors as well as prospective parents and students. Work closely with colleagues in the Office of University Development, the Office of Undergraduate Admissions, across the University and in the community to promote Jewish Life at Duke.

### Duties:

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<th>Development:</th>
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<td>• In consultation with the Director and the Office of University Development, establish a comprehensive development strategy, including goals and action plan.</td>
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<td>• Plan, coordinate, and implement fundraising efforts for annual operating support as well as for new and ongoing programs of Jewish Life at Duke. Fundraising efforts include identification, cultivation, solicitation and stewardship of donors by phone, regular written communications, and face-to-face meetings across the country and on campus.</td>
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<td>• Select and implement appropriate fundraising methodologies such as written proposals, yearly solicitations, and special efforts as needed.</td>
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<td>• Design, plan, coordinate, promote, and implement, including communication and logistics, special fundraising events aimed at donor cultivation and recognition.</td>
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<td>• Prepare reports that reflect current development efforts and trends with appropriate recommendations and/or conclusions as relates to annual operating support and endowment efforts.</td>
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**Duke University**

**Division of Student Affairs**

**Jewish Life at Duke**

**Official Job Title:** Associate Director, Development  
**Job Code/Level/Family:** 1634/14/34  
**Department:** Jewish Life at Duke  
**Supervisor:** Director, Jewish Life at Duke  
**Position Status:** Regular, Full-time, Exempt  
**Staff Supervision:** Assistant Director, External Relations  
**Schedule Note:** Requires occasional evening/weekend work
- Actively communicate and collaborate with development officers throughout the University to inform of travel and to visit potential prospects, to coordinate prospect strategies and activities, and to make and take referrals.
- Participate in operational and strategic planning.

**Communication**

- In conjunction with Director, develop a comprehensive communication strategy plan for parents, alumni, and donors. Coordinate and implement the plan.
- Develop and oversee appropriate print, web, and email materials including annual newsletter, High Holiday card, solicitations, invitations, and informational materials for general or targeted audiences in consultation with the Director, the Office of University Development, and the Division of Student Affairs.
- Determine fiscal requirements and prepare budgetary recommendations as relates to communication efforts.

**University and Community Relations**

- Represent the interests of and advocate for support of Jewish Life at Duke at designated meetings on campus, in the community, and across the country as the representative of Jewish Life at Duke as determined by the Director.
- Attend appropriate meetings of the Office of University Development as the representative of Jewish Life at Duke.
- Liaise with departments throughout Duke to coordinate participation in selected events that promote Jewish Life at Duke to parents, alumni, and donors.

**Board and Volunteer Development**

- In consultation with the Director, work with members of the Jewish Life at Duke Advisory Board, including identification and cultivation of new members, solicitation, stewardship, and volunteer opportunities.
- Recruit and liaise with parent and alumni volunteers to coordinate and assist them in their efforts.
- Coordinate and attend Jewish Life at Duke advisory Board meetings as determined by the Director.
- Serve as staff liaison for designated committees of the Jewish Life at Duke Advisory Board.

**Supervision**

- Supervise the Assistant Director for External Relations.
- Supervise the appropriate completion of work delegated to the student front-desk admin.

**Other**

- Update and advise the Director and Jewish Life at Duke staff regarding the status of current projects and assignments.
- Attend appropriate meetings and orientations of the Jewish Life at Duke, the Division of Student Affairs, the Office of University Development, Duke University, and Hillel International.
- Adhere to policies and procedures of Jewish Life at Duke, the Division of Student Affairs, the Office of University Development, and Duke University.
- Other duties as assigned as a staff member of Jewish Life at Duke at major programs/events.

**General Qualifications**
This position requires the skills and knowledge normally acquired through completion of a Bachelor’s degree. Work requires five years’ experience in alumni affairs, public relations, fundraising, sales and promotions, marketing, student activities or a related field in order to acquire skills necessary to administer, coordinate, and/or participate in general fundraising activities and proposal development. Excellent verbal and written communications skills and computer experience required. Willingness to travel regularly is essential. Nights and weekends required occasionally, OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE.

**Job-Specific Skills and Competencies**
- Position requires knowledge and understanding of Jewish culture, observance, and history.
- Effective interpersonal skills to develop and maintain successful relationships with parents, alumni, donors, colleagues, students, staff, and other key constituencies.
- Proven development skills related to donor identification, cultivation, solicitation and stewardship.
- Expertise related to developing, executive, and monitoring a comprehensive, multi-year fundraising plan, including regular reporting.
- Knowledge and experience of standard technology tools related to donor cultivation and gift-tracking.
- Excellent skills with Microsoft Excel and database systems are required.
- Experience managing and developing volunteers.
- Expertise related to developing, executing, and monitoring a comprehensive communications plan; familiarity with standards and processes relevant to print, web, and social media communications.
- Ability to troubleshoot, develop solutions, and make decisions in a timely and effective manner, consulting as appropriate.
- Familiarity with developing and managing budgets.
- Expertise related to gathering, analyzing, and managing pertinent data and skills to effectively present such information in person to individuals and groups and in reports.
- Proven effective supervisory skills related to recruitment, training, and performance management.