



## **POSITION DESCRIPTION**

### **Executive Director, School of Medicine Alumni Programs and Development**

**Job Code:** 2493

**Revised Date:** 03/2010

**Level:** 18

**FLSA:** Exempt

**Job Family:** 28, Administrative and Managerial

### **Occupational Summary:**

The Executive Director, School of Medicine Alumni Programs and Development is responsible for cultivating beneficial relationships and for fund raising outcomes among the Duke Medicine alumni constituency. The Executive Director will lead strategic and financial planning for development and alumni relations initiatives; will hire, develop, and manage a staff of fund raisers and program managers; and will be responsible for maximizing fund raising outcomes and good will among alumni for the benefit of the School of Medicine.

In addition to managing the alumni market, the Executive Director will collaborate with other Development and Alumni Affairs leaders in working with the Dean of the School of Medicine on fund raising plans for School of Medicine priorities, and in staffing the Dean for events and prospect activity.

The Executive Director will maintain a personal portfolio of prospects and engage in the cultivation, solicitation, and stewardship of significant gifts for School of Medicine priorities. These primarily include gifts for capital projects, professorship and scholarship endowments, and unrestricted support. The Executive Director will also work collaboratively with other development officers throughout Duke Medicine Development and Alumni Affairs who are assigned to prospects with School of Medicine interests.

School of Medicine Alumni Programs and Development includes two units: Medical Alumni Affairs and Medical Alumni Development. The Executive Director provides oversight to ensure the coordination of efforts between these programs such that they reinforce each other's objectives and maximize opportunity, efficiency, and quality outcomes. The Executive Director will set strategic vision as well as operating standards for these areas of responsibility, in keeping with the overall objectives and values of Development and Alumni Affairs.

The Executive Director will oversee major gift prospect management for the alumni cohort, and will recruit and staff volunteer leadership. He or she will also ensure effective annual giving and reunion giving programs, in addition to major gift and planned gift efforts. Apart from fund raising, the Executive Director will also ensure the integrity of medical alumni programs to keep alumni interested and engaged in the life of the Duke School of Medicine.

The Executive Director, School of Medicine Alumni Programs and Development reports jointly to the Vice President for Development and Alumni Affairs and to the Dean of the School of Medicine. As a member of the Development and Alumni Affairs senior management team, the Executive Director will participate in efforts required to achieve the overall objectives of the Duke Medicine development program.

**Work Performed:**

- Design, implement and oversee a plan for support of the Duke University School of Medicine, which integrates and maximizes fundraising and alumni relations.
- Design and implement ongoing programs which identify, cultivate, and result in solicitation of major gifts in support of the above-mentioned program.
- Recruit volunteer leaders and staff the Medical Alumni Council in support of alumni programming and alumni fund raising.
- Enhance Development and Alumni Affairs programs for our P.A. and P.T. programs and House Staff alumni, as well as for our traditional School of Medicine alumni.
- Work on a daily basis with alumni volunteers, faculty, senior officers and Administrators in Development, Alumni Affairs, and Public Affairs.
- Oversee the programs of the Medical Alumni Association to build alumni relationships
- Serve as a member of the senior management team; actively participate in long-range planning, budgeting and campaign planning.
- Supervise a professional and support staff, including annual fund, alumni relations, reunion campaigns and development staff assigned to prospects for SOM priorities.
- Provide development support for the Dean, Vice Deans, and Assistant Deans for the School of Medicine.
- Provide ongoing stewardship of donors through special events, receptions, luncheons, dinners, letters, calls and visits.
- Manage a portfolio of prospects and donors to the School of Medicine.
- Perform other duties as assigned.

**The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.**

**MINIMUM HIRING SPECIFICATIONS**  
**Executive Director, School of Medicine Alumni Programs and Development**  
**Job Code 2493, Job Level 18, Job Family 28**

**EDUCATION/TRAINING**

Work requires communications, analytical, and organizational skills generally acquired through completion of a bachelor's degree program. Masters degree preferred.

**EXPERIENCE**

Minimum of 7 - 10 years of fundraising and management experience in development, including alumni relations, annual giving, major giving, and principal giving.

**SKILLS**

Must possess necessary skills to solicit major gifts at the highest level from alumni and friends.

Demonstrated ability to handle multiple, complex fundraising activities simultaneously and coordinate solicitation strategies in a decentralized environment

Ability to plan and implement a fundraising plan

Ability to develop relationships on behalf of the institution

Excellent oral and written communication skills

High level of creativity, initiative, and motivation

Team orientation and willingness to set an example of effective leadership

Demonstrated experience in managing programs and people to increased proficiency.

Proficiency in the use of Microsoft Office, email software, the internet, and electronic equipment such as Blackberry and laptop required.

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

**Please send cover letter and resume to: [Valerie.riddick@duke.edu](mailto:Valerie.riddick@duke.edu). No phone calls please.**