

Development Program Coordinator, Nasher Museum of Art

Location:

Durham, NC, US, 27710

Duke University:

Duke University was created in 1924 through an indenture of trust by James Buchanan Duke. Today, Duke is regarded as one of America's leading research universities. Located in Durham, North Carolina, Duke is positioned in the heart of the Research Triangle, which is ranked annually as one of the best places in the country to work and live. Duke has more than 15,000 students who study and conduct research in its 10 undergraduate, graduate and professional schools. With about 40,000 employees, Duke is the third largest private employer in North Carolina, and it now has international programs in more than 150 countries.

The Development Coordinator for the Nasher Museum of Art at Duke University plans, coordinates and administers highly personalized donor communications and stewardship. In addition to supporting the Director of Development & Major Gifts, the Program Coordinator of Development also manages development team projects, fosters team efficiency through administrative organization and liaises with museum and university colleagues to advance Nasher development strategies and objectives. This position works closely with the Director of Development & Major Gifts to empower them to be externally focused on program management, fundraising and donor cultivation and stewardship.

Work Performed:

Stewardship and Donor Relations

- Maintain stewardship of donors, including tracking donors in Nasher Museum's database in conjunction with Duke's Alumni Development Database (DADD); pipeline development; shape and continuously evaluate and improve donor experience; enhance cultivation and stewardship strategies for current and prospective leadership donors
- Develop and implement additional donor stewardship strategies (beyond standard/timely gift acknowledgement), including but not limited to annual recognition of current/new donors and members, annual recognition of higher-level donors, notification when gifts of work are included in a Nasher Museum exhibition or installation, real-time special recognition of first-time donors and members and additional stewardship of exhibition supporters.
- Provide customized acknowledgements for cash donors and donors of gifts of work, seamlessly crafting text reflective of the voice, style and donor relationships of the Museum Director as well as the Director of Development & Major Gifts
- Support annual stewardship activities including stewardship of endowed and non-endowed funds and capital projects for principal/top donors, and ad hoc stewardship requests

- Facilitate preparation and compilation of comprehensive stewardship reports and customized financial reports for top donors
- Assist with planning and management of donor events
- Prepare standard materials for stewardship activities including producing letters, gaining appropriate signature, tracking progress and ensuring timely delivery
- Assist with editing and proofreading of development materials, reports and correspondence, as required

Facilitate collaboration among teams

- Assist in enhancing and developing membership policies and procedures in collaboration with the Annual Fund and Membership Officer.
- In partnership with the Director of Development, refine and articulate funding opportunities and priorities using donor-focused language.
- Serve as an additional point of contact and content expert to University Development on Nasher giving opportunities.
- Prepare development team materials, including writing and editing presentations, proposals and other materials for distribution or publication.

Administrative Support

- Manage Development Team budget, including tracking expenses, reconciliation, and making recommendations for future budgets
- Manage Director of Development's calendar and support travel logistics, as needed
- Assist Director of Development & Major Gifts in prospecting for travel, solicitation and stewardship projects
- Manage and disseminate Director of Development's call lists and itineraries for travel
- Enter moves and comments into DADD for Director of Development and Director
- Provide support for Board of Advisors and Friends Board meetings, including taking minutes
- Process Development Team receipts
- Create donor briefings/profiles and giving history for Director or Director of Development as needed
- Renew Development Team memberships
- Order and maintain inventory of office supplies

Experience and Skills Desired:

- Strong attention to detail and ability to prioritize diverse project demands and responsibilities.
- Excellent skills in written and oral communication; teamwork and collaboration; and interpersonal interactions.
- Sound judgment and experience handling confidential information.
- Creativity, adaptability, diplomatic skills and sense of humor.
- Self-starter who is eager to improve and is self-motivated to pursue excellence.
- Willingness and ability to work rarely on evenings or weekends as necessary.
- Strong work ethic in a fast-paced, results-oriented team environment.

- Proficiency with Microsoft Office products (Windows, Word, PowerPoint, and Excel) and willingness and ability to master proprietary database tools.
- 2-3 years' experience in museums, higher education, alumni relations, or development preferred.
- Knowledge of Duke University preferred.

Note: The above job description is not to be construed as a complete listing of assignments that may be given to any employee, nor are such assignments restricted to those precisely listed in this description.

Minimum Qualifications

Education

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

Experience

Work requires one year of experience in fund raising, alumni affairs, public relations, student activities, program administration or a related field to become familiar with activities involved in planning special events or programs. OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

Duke is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas—an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.

Essential Physical Job Functions: Certain jobs at Duke University and Duke University Health System may include essential job functions that require specific physical and/or mental abilities. Additional information and provision for requests for reasonable accommodation will be provided by each hiring department.

To Apply or for further information:

Contact Stephanie Wheatley, Director of Development and Major Gifts
Stephanie.wheatley@duke.edu