

Director of Development
Tufts University

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Posted Jan. 18, 2023, set to expire Dec. 31, 2023

Job Title	Director of Development
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 18, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Institutional Advancement Alumni Relations
Job Website	https://jobs.tufts.edu/jobs/18478?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University Advancement Department has an opening for a Director of Development for the School of Medicine. This position reports into the Senior Director of Development and Alumni Engagement for the School of Medicine. This Director will, in partnership with the Senior Director, develop goals and strategies for fundraising and alumni engagement plans at Tufts University School of Medicine and will manage fundraising activities, programs, and staff in the areas of annual giving, alumni/constituent engagement, and events. Accountable for meeting fundraising goals and managing a portfolio of approximately 50-75 prospects.

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What You'll Do

The Director will:

- Collaborate with the Senior Director and other senior leadership to shape and implement major gift fundraising strategy for the School of Medicine, identifying appropriate goals for individuals and programs.
- Manage the annual giving and alumni relations teams, setting short and long term strategic and financial goals, and coaching, supporting, and motivating team members to meet metrics and goals, and monitoring all progress towards financial and strategic goals.
- Prepares and presents reports to senior leadership on fundraising metrics and goals. Oversees documentation and reporting for fundraising activities.
- Work closely with physicians, scientists, and development colleagues to identify new prospects, and develop innovative strategies to effectively cultivate, solicit, and steward those prospects to maximize their giving potential.
- Manage a portfolio of donors and prospects that have a capacity to make major gifts in support of Tufts University School of Medicine, with significant domestic travel required to manage prospects nationally.
- Prepare appropriate contact reports, proposals and gift agreements for all prospects, develop briefings and support materials for meetings with the Deans and faculty, and collaborate with Donor Relations colleagues to provide high quality stewardship to all donors.
- Manages a team of six, including making hiring decisions, providing training and development opportunities, evaluating performance and ensuring proper staffing level.

What We're Looking For

Basic Requirements

- Knowledge and skills as typically acquired through a bachelor's degree and 7-10 years of related experience
- Proven track record of identifying, cultivating, and soliciting prospects, and structuring proposals and securing major gifts
- Extensive depth and breadth of knowledge and experience in philanthropy
- Advanced interpersonal and relationship building skills
- Excellent verbal, written and presentation skills

Preferred Qualifications:

- Experience working in a complex organizational environment with multiple stakeholders
- Demonstrated experience leading and motivating fundraising staff
- Familiarity with gift planning vehicles
- Experience in donor management software



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- Interest in and/or knowledge of health, medical research, or public health fundraising

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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