

Assistant Director Fletcher Fund
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=237818>

Downloaded On: Dec. 30, 2024 12:36pm

Posted Jun. 17, 2024, set to expire Dec. 31, 2024

Job Title	Assistant Director Fletcher Fund
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Institutional Advancement
Job Website	https://jobs.tufts.edu/jobs/20617?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts University Advancement Division seeks a dynamic, experienced development professional to serve as Assistant Director of Annual Giving for the Fletcher School of Law and Diplomacy.

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Tufts University Advancement Division (UA) is a comprehensive development and alumni engagement enterprise with a staff complement of approximately 200 full time employees. Units within UA include development/fundraising, alumni engagement, stewardship and donor relations, special events, gift processing, research and prospect management, gift planning, corporate and foundation relations, and information systems and management. UA's mission is to build strong relationships with Tufts University's constituents, match donor interests with the University's needs and priorities, and secure the financial resources necessary for Tufts to achieve excellence in teaching, research and scholarship. The Division is strongly committed to serving the academic agenda of the University and creating a culture of philanthropy in the extended Tufts community. Integrity, collegiality, diversity, accountability, mutual trust, and respect for the individual, as well as the intentions of our donors, are the values that guide the work of the Division.

What You'll Do

The Fletcher Annual Fund currently raises approximately \$1.5M annually in current use unrestricted and restricted gifts. The alumni body includes approximately 9,500+ living alumni across the globe.

Under general supervision of the Director of Annual Giving, the Assistant Director of Annual Giving provides support for the planning and implementation of annual giving programs and activities. Develops and implements direct marketing, social media and communications efforts and assists with recruiting and training of volunteers. The Assistant Director may also have a small portfolio of Leadership Annual Giving and Reunion/Class Agent prospects.

The Assistant Director of Annual Giving will develop, manage, and build relationships with donors. They will have a proven track record in cultivating, soliciting, and stewarding groups of annual fund donors including alumni, students, parents and friends of the University.

The Assistant Director must be detail oriented and complete documentation and reports for the Director. Assist in writing and publishing annual reports, as well as tracking and reporting on annual fund giving and results for class agents and chairs. They should be able to write content for annual giving communications including phone, direct mail, social media and email appeals. They will be an important partner with the Office of Development and Alumni Engagement major gift officers, to annual fund and leadership donors, and they will participate in and may lead projects, special events, and initiatives as assigned. The Assistant Director will also contribute to the whole team effort for special events and programs such as Alumni Weekend, Fletcher Day, Founders Day and Commencement.

What We're Looking For

Please include a cover letter with your application.

Basic Requirements:

- Knowledge and skills typically acquired through a bachelor's degree and 3-4 years of similar experience, preferably within higher education, the not-for-profit or independent school sector.

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- Knowledge and experience with current best practices in philanthropy.
- Knowledge of and commitment to donor centric solutions.
- Excellent interpersonal and relationship building skills.
- Excellent verbal, written and presentation skills.

Preferred Qualifications:

- Proven track record in managing volunteers and building strong relationships.
- Ability to multitask and pay attention to detail in a results-oriented environment.
- Communicates effectively and delivers multichannel communications that convey a clear understanding of the unique needs of different audiences.
- Previous experience in higher education preferred.

Pay Range

Minimum \$57,900.00, Midpoint \$72,450.00, Maximum \$87,000.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact