

## Associate Director of Corporate and Foundation Relations Tufts University

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Downloaded On: Nov. 21, 2024 2:21pm

Posted Aug. 12, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Associate Director of Corporate and Foundation Relations
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Aug. 12, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Communications/Public Relations Alumni Relations
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20817?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20817?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>

### Apply By Email

### Job Description

#### Overview

The Tufts Office of Corporate and Foundation Relations (CFR) seeks a dynamic Associate Director to propel the Dean's vision for growth at Cummings School of Veterinary Medicine (Cummings School). This exciting role focuses on expanding the donor base and boosting corporate engagement. Reporting to the Director of CFR, Health Sciences, the Associate Director will play a key role in developing, executing, and managing a robust engagement and fundraising strategy aimed at growing the corporate and foundation prospect pool, deepening relationships, and securing institutional support for programmatic, capital, clinical, and research priorities within Cummings School.

The Associate Director will maintain a consistent portfolio of 60+ relationships with regional, national, and international external organizations, with the goal of raising significant resources for Cummings School. As a vital member of a multi-faceted CFR team, the Associate Director will maintain ongoing communication with the Director of CFR, CFR colleagues, academic staff, and work closely with the Dean, Senior Director of Development and Alumni Engagement, school senior

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leadership, and key faculty members to enhance support for Cummings School's strategic priorities.

### What You'll Do

The ideal candidate will be a collegial and entrepreneurial team player with corporate engagement experience and a track record of professional growth and successful relationship building and management in a complex organization. They will be a strategic thinker with excellent proposal writing and communication skills and the ability to engage, influence and persuade others.

Experience in an animal health field, healthcare/clinical system setting, and/or a scientific or health science background, is highly desirable. A successful candidate will have the ability to synthesize and communicate scientific and medical ideas effectively. A strong track record in securing and managing foundation support is a plus.

Must be willing and able to travel and work occasional evenings and weekends.

This position will be in-person, on-campus (Grafton) work. A CFR office on the Boston and Medford campuses will be available for occasional full-day work at these locations.

### Essential Functions

- Works collaboratively with Cummings School leadership and with relevant faculty and staff to create goals and strategies to support the priorities established by Cummings School.
- Pro-actively identifies, cultivates and solicits corporate and foundation prospects for a school portfolio of high-profile projects and programs. Develops and presents proposals and initiatives which align school programs with corporate and foundation interests.
- Plans and implements corporation and foundation fundraising programs and activities of considerable scope that align with the priorities established by Cummings School.
- Completes detailed documentation, prepares and presents summary reports to management.
- Creates and executes stewardship plans for corporate and foundation donors.
- Partners with advancement professionals and teams, academic and administrative leadership, Research Administration, Technology Licensing and Industry Collaboration and other university departments to coordinate strategies, outreach, relationship management and stewardship.
- Assists in the training and mentoring of a part-time staff assistant staff and provide input and recommendations on hiring decisions and performance reviews with manager.
- Participates in and leads projects and initiatives as assigned.

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### What We're Looking For

#### Basic Requirement

- Bachelor's degree
- 5-7 years of experience working with or in industry or corporate environments.
- Highly professional with the ability to work with and command the respect of dean, faculty and administrators, and nurture productive working partnerships internally and externally.
- Demonstrated experience in effective interactions with internal and external constituencies to advance organizational objectives.
- Excellent interpersonal and relationship management skills.
- Excellent oral and written communication skills.
- Demonstrated experience in proposal writing and securing corporate and foundation funding.
- Demonstrated ability to work independently and as part of multiple teams.
- Highly motivated, entrepreneurial, collaborative, conscientious, and results-oriented.
- Demonstrated ability to grasp and synthesize complex information across a range of issues and technical disciplines.
- Ability to think strategically, manage multiple projects effectively, evaluate problems and display sound, confidential judgment.

#### Preferred Qualifications

- Experience working in a development or advancement field, in higher education or in or with corporations.
- Advanced degree in a life science field, with preference given to experience in an animal-related field.
- A bachelor's degree in veterinary technology or a DVM degree are considered an asset.
- Motivated to learn and display flexibility in a changing environment.

#### Pay Range

Minimum \$94,600.00, Midpoint \$118,250.00, Maximum \$141,900.00

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



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**Contact Information**

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

**Contact**

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