

Associate Director Gift Planning Tufts University

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Posted Sep. 10, 2024, set to expire Jan. 23, 2025

Job Title	Associate Director Gift Planning
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 10, 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/20928?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University Advancement seeks a dynamic, experienced professional to serve as Associate Director, Gift Planning.

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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. UA 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.

The Gift Planning Team

The team is responsible for helping donors maximize their gifts to Tufts and reach their philanthropic goals through financial, legal, estate, and tax planning. The Gift Planning Office works with donors and their advisors to integrate their charitable interests into their estate plans and establish gifts that provide income in return. Examples of such gift vehicles include bequests, beneficiary gifts of retirement plans and life insurance policies, charitable gift annuities, and charitable remainder unitrusts. In addition, the team works with gifts of complex assets such as real estate, business interests, and art.

What You'll Do

We are seeking a motivated and results-driven individual with experience identifying, soliciting and closing planned gifts, excellent written and oral communications skills, a customer-service orientation, and the ability to cultivate collegial and productive relationships with donors, their advisors, fellow gift officers, and internal partners across the university.

Reporting to the Director, Gift Planning, the Associate Director is responsible for meeting fundraising goals and manages a portfolio of planned giving prospects and donors to identify, cultivate, solicit, and steward supporters. They will also provide knowledge and expertise to the Division and collaborate with other development officers to solicit and accept current and future gifts. The Associate Director will also participate in efforts to expand the visibility of gift planning in reunion.

Please include a cover letter with your application.

What We're Looking For

Basic Requirements:

- Minimum of 5 years of fundraising or comparable experience in planned giving
- Bachelor's degree
- Demonstrated track record and experience managing a portfolio of planned gifts as well as gifts of complex assets
- Technical expertise in estate planning, tax law and/or real estate related to gift planning

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- Outstanding verbal and written communications skills, goal-oriented, and adept at prioritizing and managing multiple tasks
- Possess a collaborative style that fosters effective partnerships with colleagues throughout Tufts. Able to creatively engage and motivate colleagues, volunteers, donors and prospects in fundraising, while inspiring confidence with internal and external constituencies.
- This position requires frequent travel on a local and national level to meet with Tufts alumni, parents, and friends.

Preferred Experience:

- Advanced degree/law degree preferred

Special Work Schedule Requirements:

- This position will require the person to work some nights.

Pay Range

Minimum \$85,650.00, Midpoint \$107,150.00, Maximum \$128,600.00

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