

Associate Director of Corporate and External Relations -
The Fletcher School
Tufts University

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Posted Jan. 10, 2025, set to expire Dec. 31, 2025

Job Title	Associate Director of Corporate and External Relations - The Fletcher School
Department	The Fletcher School
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Institutional Advancement Communications/Public Relations
Job Website	https://jobs.tufts.edu/jobs/21288?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Fletcher School is the United States' first professional graduate school of international affairs. Since 1933 Fletcher's multi-disciplinary education in international relations, law, and business, has prepared the world's leaders to become innovative problem-solvers in government, private sector, and non-governmental organizations. The Fletcher School seeks to fulfill its mission in the most environmentally sensible way possible.

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What You'll Do

The Associate Director of Corporate and External Relations is responsible for developing and maintaining productive relationships with corporate and other essential partners (e.g. international organizations, development banks, etc.) critical to The Fletcher School's mission. This role also oversees the outward facing networking and activities of the Institute for Business in the Global Context (IBGC) at The Fletcher School.

Fletcher's and IBGC's missions acknowledge an essential reality: business activities, systems and markets are key to an understanding of global affairs and advancing sustainable development. In collaboration with the Dean for Global Business, the Associate Director will develop a roadmap and goals for strategic partnerships and manage the people and processes to bring them to fruition. This includes an outreach strategy, marketing for IBGC, steering the outward facing aspects of IBGC, e.g. website, publications, social media, etc. with the goal of advancing student employment opportunities, fundraising, research and data collaborations, consulting and experiential learning opportunities, executive education, media and marketing collaborations, etc.

The Associate Director will also collaborate with departments across the school/Tufts including faculty relations, Office of Career Services, Office of Development and Alumni and the team within the Institute for Business in the Global Context

What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired through the completion of a BA required and 5+ years progressive work experience in education, business, or a related field
- Ability to travel approximately up to 25% and work occasional weekends and evenings
- Ability to build robust relationships and partnerships
- Ability to project manage, including bring a project from concept to execution, managing against timelines and budgets
- Demonstrated professional writing, presentation, and verbal skills
- Ability to provide an entrepreneurial mindset within an established institution

Preferred Qualifications:

- Master's degree in relevant fields preferred
- Business development / corporate / consulting experience
- Broad knowledge of business and business concepts, and familiarity with trends in business education
- Knowledge of online learning systems and practices
- Strong technical skills, including spreadsheets, content management, CRM, and other workflow management systems



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Pay Range

Minimum \$78,050.00, Midpoint \$97,600.00, Maximum \$117,150.00

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

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