

Annual Giving Officer Tufts University

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Posted Jan. 22, 2025, set to expire Dec. 31, 2025

Job Title	Annual Giving Officer
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 22, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement
Job Website	https://jobs.tufts.edu/jobs/21316?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University is a student-centered research university dedicated to the creation and application of knowledge. We are committed to providing transformative experiences for students and faculty in an inclusive and collaborative environment where creative scholars generate bold ideas, innovate in the face of complex challenges and distinguish themselves as active citizens of the world. Tufts University Advancement Division builds strong long-term relationships with Tufts' constituents and matches their aspirations with the university's evolving priorities.

What You'll Do

The University Advancement Division seeks a Student Giving and Engagement Officer to join the Tufts Annual Giving Team (TAG). TAG is responsible for the strategy, design, and implementation of a comprehensive annual fundraising program, with a focus on leadership annual fund giving, class-based reunion fundraising, volunteer-driven philanthropy, and fostering a strong culture of giving

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across the university.

As a key member of the TAG team, the Student Giving and Engagement Officer will lead efforts to cultivate a culture of philanthropy among Tufts students while promoting engagement opportunities in partnership with the Tufts Office of Alumni Engagement. This role focuses on developing and executing programs that educate students about the importance of giving, strengthen their connection to Tufts, and prepare them to transition into engaged alumni donors.

The Officer will oversee student philanthropy campaigns, manage student employees, build relationships with campus partners and student groups, and create opportunities for meaningful stewardship and donor recognition. Additionally, the Officer will participate in the DXCC student content creator program, contributing to the development of student-driven content.

This position is ideal for a dynamic, creative individual who is passionate about student engagement, philanthropy, and collaboration.

What We're Looking For

Basic Requirements:

- BA/BS
- 0-2 years of knowledge and experience in fundraising, student engagement, event planning, or a related field.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills, with an ability to connect with diverse audiences.
- Interest in and ability to leverage Excel and other technology to organize, prioritize, track, and manage a large constituency base at a personal level.
- Creative thinker with a passion for developing innovative engagement strategies.
Proficiency in social media platforms and basic marketing principles.
- Ability to work independently and collaboratively in a fast-paced environment
- Position requires significant time invested on-campus, occasional evening and weekend hours for events and programs.

Pay Range

Minimum \$53,400.00, Midpoint \$66,750.00, Maximum \$80,100.00

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

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Contact

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