

Annual Giving Officer Tufts University

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Posted Jan. 27, 2025, set to expire Dec. 31, 2025

Job Title	Annual Giving Officer
Department	University Advancement Division
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement Communications/Public Relations
Job Website	https://jobs.tufts.edu/jobs/21337?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.

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What You'll Do

The University Advancement Division seeks a Donor Experience Officer (DXO) to join the Tufts Annual Giving Team (TAG). TAG is responsible for the strategy, design, and implementation of a comprehensive annual fundraising program, with an emphasis on leadership annual fund giving, class-based reunion fundraising, and volunteer-driven fundraising to increase donor counts. The DXO will be a key member of the frontline fundraising team within TAG. Under direct supervision, the DXO will conduct personalized outreach across multiple communication channels to a portfolio of 500-1,000 annual giving donors. Using a suite of tools, the DXO will leverage digital engagement to develop personal relationships through customized outreach and cultivate experiences that deepen connection to the university and result in continued or increased philanthropic support for Arts, Sciences & Engineering.

What We're Looking For

Basic Requirements:

- BA/BS
- 0-2 years knowledge and experience in sales, philanthropy or relevant field
- Strong interpersonal and relationship building skills; customer service oriented to internal (Faculty, Administrators, Staff, etc.) and external constituents (alumni, donors, etc.)
- Excellent writing and communications skills
- Strong social media and technology skills

Preferred Qualifications:

- An aptitude for and commitment to learning new systems and applications is preferred.



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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

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

Contact