

Stewardship and Donor Relations Office Tufts University

Direct Link: https://www.AcademicKeys.com/r?job=256996
Downloaded On: Nov. 20, 2025 12:42pm
Posted May 14, 2025, set to expire Dec. 31, 2025

Job Title Stewardship and Donor Relations Office

Department School of Arts & Science and School of Engineering

Institution Tufts University

Medford, Massachusetts

Date Posted May 14, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Institutional Advancement

Alumni Relations

Job Website https://jobs.tufts.edu/jobs/21890?lang=en-

us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

Job Description

Overview

The Stewardship and Donor Relations Officer supports a comprehensive donor recognition and stewardship program for the School of Arts & Sciences and the School of Engineering. The Stewardship and Donor Relations Officer will help promote a consistent cycle of cultivation and recognition through the prompt acknowledgment of gifts, reporting on donor endowed funds, and supporting the scholarship stewardship program

What You'll Do



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The Donor Relations Officer:

- Manage the Deans' acknowledgement letter processes for the School of Arts & Science and School of Engineering. Review weekly gift reports, work with development officers on personalization, and ensure the timely acknowledgment of gifts according to gift level guidelines.
- Draft, review, and update acknowledgement letter language on a regular basis
- Manage the undergraduate scholarship stewardship program, working in partnership with the Office of Financial Aid and Tufts students
- Assist with the annual reporting for endowed funds and current use funds that support fellowships, internships, library funds, Summer Scholars, and more.
- Maintain accurate and up-to-date data in the Advancement system of record (Salesforce-based CRM/Tableau), including fund descriptions, donor and stewardee relationships, reporting needs and financial data.

What We're Looking For

Please include a cover letter with your application

Basic Requirements:

- Bachelor's degree
- 2-3 years' experience in development, donor relations, alumni relations or a comparable or related field
- Advanced knowledge of Microsoft Office and database management skills
- create and manage complex Excel spreadsheets, including the use of formulas, pivot tables, and macros
- perform mail merges in Word

Preferred Qualifications:

- Demonstrate strong communication skills, both verbal and written
- Exhibit strong organizational skills, ability to work independently, multi-task and prioritize projects
- Show initiative to identify areas of improvement and proactively address potential problems
- Exercise extreme attention to detail
- Demonstrates exceptional client service focus and ability to interact efficiently and effectively with a wide range of constituents both internal and external



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Pay Range

Minimum \$48,500.00, Midpoint \$60,750.00, Maximum \$73,000.00

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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