

Stewardship and Donor Relations Office
Tufts University

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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 stewardship 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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