

Assistant Director, Volunteer Management
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=259669>

Downloaded On: Jul. 15, 2025 12:52am

Posted Jul. 14, 2025, set to expire Dec. 31, 2025

Job Title	Assistant Director, Volunteer Management
Department	University Advancement
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Institutional Advancement Alumni Relations
Job Website	https://jobs.tufts.edu/jobs/22072?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University Advancement seeks an assistant director to join Tufts Annual Giving (TAG). With direct supervision and guidance, this person will be a key member of the Tufts Fund for Arts, Sciences, and Engineering (Tufts Fund) team, responsible for developing and managing a portion of the Tufts Volunteer Program. They will recruit, train, and support alumni volunteers who ask their classmates to financially support the Tufts Fund. This person will also interact frequently with colleagues across Tufts and will be an active contributor to a fast-paced and highly motivated team.

Assistant Director, Volunteer Management Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=259669>

Downloaded On: Jul. 15, 2025 12:52am

Posted Jul. 14, 2025, set to expire Dec. 31, 2025

TAG oversees the strategy, design, and implementation of a comprehensive annual fundraising program, with an emphasis on leadership annual giving, donor experience officer outreach, class-based reunion fundraising, and volunteer-driven engagement to increase donor counts.

TAG is responsible for the Tufts Fund, which provides critical resources necessary to the successful operation of the School of Arts and Sciences and School of Engineering at Tufts University. It currently raises more than \$12 million dollars annually, with nearly 80% of that toward unrestricted budget-relieving purposes. Tufts Fund gifts support financial aid, faculty salaries, curriculum development, and student activities. Additionally, the Tufts Fund staff have a significant impact in strengthening the alumni giving participation rate. The Tufts Fund is a critical entry point for student and young alumni participation, setting the stage for long term philanthropy, and is a resource for identifying future major gift prospects.

TAG provides strategic direction and support for annual giving staff university-wide, which includes the seven additional school-based annual fund programs that are run independently. Together, these programs raise an additional \$10 million towards annual fund achievement at Tufts. To support these efforts, TAG administers central services including execution of university-wide direct mail efforts, management of university-wide giving initiatives, developing analyses and reporting tools, providing industry best-practices and benchmarking support and ensuring that as much of the programmatic work as possible is uniform across Tufts University.

What You'll Do

The Assistant Director will play a vital role in managing two key areas: alumni volunteer engagement for milestone reunions, and volunteer-led giving programs for recent graduates. This role is ideal for someone who thrives on strategy, collaboration, and relationship-building. The Assistant Director will recruit, train, and manage fundraising volunteers; design and deliver volunteer trainings; and set class fundraising goals. They will educate volunteers on Tufts fundraising policies, tools, and solicitation strategies, ensuring they feel confident and empowered to engage their peers. In addition to managing volunteer efforts, the Assistant Director will be responsible for soliciting both volunteers and other alumni directly to support annual giving priorities such as financial aid and student-focused initiatives. This work includes personalized outreach through phone, email, and social media, as well as in-person interactions at events. Operationally, this role supports data maintenance, reporting and analysis of program performance, and logistical needs such as assembling marketing materials and drafting communications. The Assistant Director will also serve as a lead administrator of the GiveCampus

Assistant Director, Volunteer Management Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=259669>

Downloaded On: Jul. 15, 2025 12:52am

Posted Jul. 14, 2025, set to expire Dec. 31, 2025

Volunteer Management System (VMS), supporting volunteer onboarding and ongoing engagement with this critical platform.

What We're Looking For

Basic Requirements:

- Years of related experience required: 3-5 years of professional experience in volunteer management, fundraising/development, alumni relations, or related field.
- Required education: BA/BS
- Required computer/technical skills: Excellent knowledge of Microsoft Office Suite software applications, including Word and Excel. Some complex database experience is required (Salesforce, Raiser's Edge, etc.)
- Other: Must be proactive, self-motivated, articulate, personable, well-organized, service-oriented, and able to drive multiple projects concurrently. Excellent interpersonal skills are essential. A solid understanding of social media engagement strategies is required. Periodic night and weekend work required in addition to domestic travel

Preferred Qualifications:

- Must be responsive and service-oriented to internal (Faculty, Administrators, Staff, etc.) as well as external constituents (alumni, donors, etc.)
- Experience in annual giving is preferred.
- Familiarity with Salesforce and Tableau(or a comparable donor and information management system) is desirable. An aptitude for and commitment to learning new systems and applications is preferred.

Pay Range

Minimum \$60,000.00, Midpoint \$75,000.00, Maximum \$90,100.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.



Assistant Director, Volunteer Management
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=259669>

Downloaded On: Jul. 15, 2025 12:52am

Posted Jul. 14, 2025, set to expire Dec. 31, 2025

Contact Information

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

Contact

,