

**Staff Assistant
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=259684>

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

Job Title	Staff Assistant
Department	Annual Giving Department
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/22069?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts Annual Giving Department (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.

Minimum Requirements:

- Typically requires a high school diploma/GED and 2-4 years of administrative experience or college degree with 1-3 years of experience. Proficiency in Microsoft Office suite, including word processing, spreadsheet and database knowledge.

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- Strong organizational and interpersonal skills.

Preferred Experience:

- Excellent customer service and communication skills; both written and verbal
- Demonstrated ability to be detail-oriented and handle multiple projects concurrently
- Advanced knowledge of Microsoft Excel and Microsoft Outlook
- Familiarity with a complex donor database or customer relationship management (CRM) system and fundraising/development in a nonprofit setting
- Administrative or office support experience
- A high degree of professionalism and discretion is required as this position will handle projects and communication related to donors, university administration, and students, as well as colleagues in various departments on campus.

TAG is responsible for the Tufts Fund for Arts, Sciences, and Engineering (Tufts Fund). The Tufts Fund is critical to the successful operation of the School of Arts and Sciences and School of Engineering at Tufts University as it currently raises more than \$12 million dollars annually. The Tufts Fund is a critical entry point for young alumni participation, setting the stage for long term philanthropy, and is a resource for identifying future major gift prospects.

What You'll Do

Tufts University Advancement seeks a staff assistant to join the Tufts Annual Giving (TAG) team. With direct supervision and guidance, this position will support a team of annual giving development officers and a team of volunteer managers with database entry, complex report generation, and special projects. This person will also interact frequently with colleagues across University Advancement and will be an active contributor to a fast-paced and highly motivated team

What We're Looking For

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Pay Range

Minimum \$22.50, Midpoint \$26.80, Maximum \$31.10

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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