

Director of Annual Giving
Tufts University

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Downloaded On: May. 8, 2024 1:45pm

Posted Mar. 26, 2024, set to expire Dec. 31, 2024

Job Title	Director of Annual Giving
Department	Advancement Division
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Development/Institutional Advancement Alumni Relations
Job Website	https://jobs.tufts.edu/jobs/20311?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University Advancement Division seeks a dynamic, experienced development professional to serve as Director of Annual Giving for the Fletcher School.

Tufts University Advancement Division (UA) is a comprehensive development and alumni engagement enterprise with a staff complement of approximately 200 full time employees. Units within UA include development/fundraising, alumni engagement, stewardship and donor relations, special events, gift processing, research and prospect management, gift planning, corporate and foundation relations, and information systems and management. UA's mission is to build strong relationships with Tufts University's constituents, match donor interests with the University's needs and priorities, and secure the financial resources necessary for Tufts to achieve excellence in teaching, research and scholarship. The Division is strongly committed to serving the academic agenda of the University and creating a culture of philanthropy in the extended Tufts community. Integrity, collegiality, diversity, accountability, mutual trust, and respect for the individual, as well

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as the intentions of our donors, are the values that guide the work of the Division.

What You'll Do

The Director of Annual Giving reports to the Senior Director of Development and Alumni Engagement. They will oversee two direct reports: an Assistant Director and Program Coordinator.

The Director of Annual Giving will also manage and maintain a small leadership annual giving prospect pool of as many as ~100 current and prospective donors, conducting annual visits in pursuit of annual fund leadership gifts (approximately 75-100 visits/year).

The Fletcher Annual Fund currently raises almost \$1.5M annually in current use unrestricted and restricted gifts. The alumni body includes approximately 9,500 living alumni across the globe.

The Director develops, manages and executes a strategic annual fund plan and is responsible for projecting and reporting on program goals and metrics. They will regularly analyze and report results to the Office of Development and Alumni Engagement and School leadership and volunteers. The School deploys a multi-channel annual fund solicitation strategy that includes a comprehensive direct marketing plan (print, email, social), a leadership annual giving growth strategy and personal solicitation via staff or volunteers, through a class giving or reunion giving program.

The Director works closely with the Annual Fund team to create content for annual giving communications including mail, social media and email appeals. They are also supported by the centralized University Advancement Tufts Annual Giving (TAG) team who provide strategic and logistical direct marketing support to school-based annual giving teams.

The Director of Annual Giving will work with/coordinate with the Fletcher Alumni Engagement team and Assistant Director of Donor Relations and Stewardship on activities that support the overall Fletcher Annual Fund efforts.

Oversees the completion of detailed documentation and reports for management and the Fletcher Development team working with Major and Principal Gift prospects/donors. Assists in writing and publishing annual reports.

What We're Looking For

Basic Requirements:

- Knowledge and skills typically acquired through a bachelor's degree and 5-7 years of similar experience.
- Extensive knowledge of an annual giving and leadership annual giving program within either a higher education or similar setting.
- Excellent interpersonal and relationship building skills.
- Experience building strong donor relationships and delivering donor-centric solutions.

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- Excellent verbal, written and presentation skills.
- Demonstrated success in personally closing annual gifts (\$500+) and managing higher education reunion classes, volunteers and programs.

Preferred Qualifications:

- Proven track record in managing small teams, overseeing both internal and external stakeholders and personal solicitation of prospects for gifts ranging from \$1,000 - \$99,999, preferably in a complex higher education environment.

Pay Range

Minimum \$84,400.00, Midpoint \$105,550.00, Maximum \$126,700.00

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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