

Associate Director of Development - Cummings School  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=208547>

Downloaded On: Oct. 2, 2023 11:39pm

Posted Apr. 5, 2023, set to expire Dec. 31, 2023

<b>Job Title</b>	Associate Director of Development - Cummings School
<b>Department</b>	Advancement/Alumni Relations
<b>Institution</b>	Tufts University North Grafton, Massachusetts
<b>Date Posted</b>	Apr. 5, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Development/Institutional Advancement
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/18561?lang=en-us">https://jobs.tufts.edu/jobs/18561?lang=en-us</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

In 1978, Tufts University established a veterinary school with a One Medicine mission. Today, more than 35 years later, Cummings School of Veterinary Medicine, the only veterinary school in New England, continues to advance One Health initiatives that improve the health and well-being of animals, humans and the environment. Cummings School assures that our students approach the veterinary profession with knowledge-filled open minds and the drive to make a difference in the world. The Office of Development and Alumni Engagement serves Cummings School by maximizing resources from friends, alumni, parents, and corporate and foundation partners in support of the school's academic, clinical, scientific, and service priorities. Specifically, the office raises, current use, capital funds and planned gifts to meet the school's current and future needs. It also serves as a liaison for the Tufts University Veterinary Alumni Association (TUVAA). What You'll Do Reporting to the Senior

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Director of Development & Alumni Engagement, the Associate Director of Development will develop and implement strategic fundraising plans and activities in support of Cummings School of Veterinary Medicine priorities. The Associate Director will collaborate with colleagues working in major gifts, annual giving, gift planning, and corporate and foundation relations to assess appropriate cultivation strategies for qualified prospects. S/he/they will work independently, as well as with fundraising volunteers, faculty, dean, and university leadership to further cultivate, solicit, and steward qualified prospects. The Associate Director will manage a qualification portfolio consisting of 150 individuals (friends, alumni, and parents) identified by the Department of Prospect Development and in conjunction with the Sr. Director through other leads as possible gift prospects. S/he/they will be charged with scheduling face-to-face meetings and visiting prospects in select regions throughout the country. S/he/they will document all meeting outcomes in the University Advancement database and working with the Sr. Director and other senior staff members in the division, determine the appropriate next steps for each individual. The Associate Director will be expected to contribute to the successful achievement of School and university fundraising goals by qualifying and disqualifying new prospects, and by securing leadership annual gifts as well as endowment and capital gifts. What We're Looking For Basic Requirements: • Minimum 5-7 years of extensive experience in philanthropy • Proven track record of structuring proposals and securing major gifts • Advanced interpersonal and relationship building skills • BA/BS Degree- or equivalent years of relevant experience • Valid US Driver's License • Microsoft Office and donor databases such as Advance • Minimum 1 week of travel per month (that might be 1-2 days per week each week) Preferred Qualifications: • Excellent writing skills • Familiarity with planned giving vehicles Pay Range Minimum \$91,100.00, Midpoint \$113,900.00, Maximum \$136,700.00 Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### **Qualifications**

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### **Responsibilities**

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### **Contact Information**

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

### **Contact**