

Associate Director Development
Tufts University

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Posted Mar. 6, 2024, set to expire Dec. 31, 2024

Job Title	Associate Director Development
Department	School of Museum of Fine Arts
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement
Job Website	https://jobs.tufts.edu/jobs/20233?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The University Advancement Division (UA) is a comprehensive development and alumni engagement enterprise with a staff complement of approximately 200 FTE. Functional units within UA include development/fundraising, alumni engagement, stewardship and donor relations, special events, gift processing, research, prospect management, gift planning, corporate and foundation relations, information systems and management and infrastructure services. 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 to creating a culture of philanthropy in the extended Tufts community. Integrity, collegiality, diversity, accountability, mutual trust and respect for the individual as well as the intentions of our donors are the values that guide the work of the division. Tufts successfully completed its \$1.5B Campaign, Brighter World on June 30, 2023, with the School of Arts and Sciences raising over \$500

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million in support of that goal. On July 1, 2023, the University welcomed Dr. Sunil Kumar as its 14th President.

What You'll Do

The School of the Museum of Fine Arts at Tufts University (SMFA at Tufts) is a dedicated art school within the School of Arts and Sciences. Students enjoy the resources of a top tier research university and an innovative approach to arts education on a specialized campus next door to The Museum of Fine Arts, Boston. Combining an in-depth liberal arts education with intensive studio arts training to build a rigorous but flexible course of study, students work hand in hand with faculty and staff mentors to create a curriculum customized to their interests and goals. The SMFA undergraduate program is located at 230 Fenway, Boston and the Graduate Program is located at 160 St. Alphonse Street in Boston. Across these two campuses, as well as space on the Medford campus, the SMFA program occupies almost 450,000 square feet of classroom, library, and studio space.

Reporting to the Director of Development and Alumni Engagement, the Associate Director of Development will be responsible for the identification, cultivation, and solicitation of major gift and leadership annual gift prospects for the SMFA. They will manage a portfolio of major gift and leadership annual giving prospects, in addition to managing SMFA Annual Fund direct mail materials. The Associate Director will develop and implement strategic plans aimed at maximizing support from their portfolio and the annual fund giving pool by working with colleagues in University Advancement, faculty, academic leaders, and high-level volunteers to develop and implement comprehensive cultivation and solicitation strategies. The Associate Director will be responsible, along with other members of the team, for articulating and communicating the school's needs and priorities within the context of the University's overall objectives.

The Associate Director plays a vital role in the overall success of the development efforts for the SMFA at Tufts. On an annual basis, the SMFA raises between \$1.2M and \$1.7M in annual fund and capital gifts. A particular emphasis will be placed on securing major gifts and annual gifts of \$1,000 or more. In addition, the Associate Director will be a part of the annual SMFA Art Sale which aims to raise \$700K+ each year of which 50% is for financial aid support. The ability to work under pressure and within deadlines is necessary and important to the successful execution of this position.

What We're Looking For

Basic Requirements:

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- Knowledge & skills typically acquired through a bachelor's degree.
- 7-10 years of experience in annual giving, major gifts, sales or relationship management; experience in the arts or higher-ed is preferred.
- Proven track record of structuring proposals and securing leadership annual and major gifts.
- Knowledge of arts based, annual fund, and major gifts fundraising practices preferred.
- Knowledge and experience with philanthropic terms and practices; experience with planned gifts preferred.
- Advanced interpersonal and relationship building skills.
- Strong desire to work as a member of a team to promote the best outcomes for the School and its donors.
- Strong written and verbal communication skills.
- Travel and availability to represent SMFA at University events is required.

Pay Range

Minimum \$93,200.00, Midpoint \$116,500.00, Maximum \$139,800.00

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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