

Director Gift Planning Tufts University

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Posted Apr. 22, 2024, set to expire Dec. 31, 2024

Job Title	Director Gift Planning
Department	Advancement/Alumni Relations
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Alumni Relations Academic Advising
Job Website	https://jobs.tufts.edu/jobs/20415?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University Advancement seeks a dynamic, experienced professional to serve as Director, Gift Planning.

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

The Gift Planning Team

The team is responsible for helping donors maximize their gifts to Tufts and reach their philanthropic goals through financial, legal, estate, and tax planning. The Gift Planning Office works with donors and their advisors to integrate their charitable interests into their estate plans and establish gifts that provide income in return. Examples of such gift vehicles include charitable remainder unitrusts, charitable lead trusts, charitable gift annuities, bequests, and gifts of retirement plans and life insurance policies. In addition, the team works with gifts of complex assets such as real estate, art, and business interests.

What You'll Do

We are seeking a motivated and results-driven individual with experience soliciting and closing planned gifts, excellent written and oral communications skills, a customer-service orientation, and the ability to cultivate collegial and productive relationships with donors, their advisors, and internal partners across the university.

Reporting to the Senior Director Gift Planning, the Director is responsible for meeting fundraising goals and manages a portfolio of planned giving prospects and donors to identify, cultivate, solicit, and steward supporters. They will also provide knowledge and expertise to the division and collaborate with other development officers to solicit and accept current and future gifts. The Director will work in collaboration with the Tufts University Communications and Marketing team to strategize, manage, execute, and analyze results of its robust gift planning marketing efforts, university wide. With its many schools and programs, this role oversees many tailored print and digital marketing campaigns each year. This position will also manage frontline gift planning staff.

What We're Looking For

Basic Requirements:

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- 7 - 10 years of fundraising or comparable experience in planned giving
- Bachelor's degree
- Demonstrated track record and experience managing a significant portfolio of planned gifts as well as gifts of complex assets
- Technical expertise in estate planning, tax law and/or real estate related to gift planning
- Outstanding verbal and written communications skills, goal-oriented, and adept at prioritizing and managing multiple tasks
- Possess a collaborative style that fosters effective partnerships with colleagues throughout Tufts. Able to creatively engage and motivate colleagues, volunteers, donors, and prospects in fundraising, while inspiring confidence with internal and external constituencies.
- This position requires frequent travel on a local and national level to meet with Tufts alumni, parents, and friends.

Preferred Experience:

- Advanced degree/law degree preferred
- Experience managing staff preferred.

Special Work Schedule Requirements:

This position will require the person to work some evenings.

Pay Range

Minimum \$136,200.00, Midpoint \$170,250.00, Maximum \$204,300.00

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.



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Contact

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