

Associate Director of Strategy and Analysis  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=235994>

Downloaded On: Jun. 29, 2024 5:04pm

Posted May 13, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Associate Director of Strategy and Analysis
<b>Department</b>	Office of University Strategy and Program Development
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	May 13, 2024
<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>	Public Relations/Marketing Business & Administration
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20483?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20483?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Overview**

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The Tufts Office of University Strategy and Program Development tackles the most interesting and pressing challenges in higher education through critical strategic planning, advisory, and analytical support. The Office serves the University as a partner to Tufts' schools and the central administration in the identification and development of mission-related opportunities that transform the University's model for sustainable success in the 21st century higher education ecosystem. We achieve this mission by providing business analysis and project management expertise for transformational strategic initiatives (often serving as an internal consulting agency), by providing best-in-class market research and business analysis to the Tufts community, by partnering with schools and units across the university to build strategic portfolios of educational programs, and by supporting the university's strategic planning processes and the cultivation of a strategic mindset in all areas of the institution. Led by an Executive Director, the Office reports to the Executive Vice President and works closely with the Office of the Provost in establishing and implementing its priorities.

### What You'll Do

The Associate Director of Strategy and Analysis supports and/or implements several of the Office of University Strategy and Program Development's key ongoing services and functions. Responsible for leading the day-to-day operations of the Strategic Analysis function, which completes sophisticated and holistic assessments to support high-level decision making and to advance university priorities. Responsible for managing and contributing to the scoping, analytical design, production, and delivery of strategic assessments rooted in comprehensive market research and data-driven analysis.

Breadth of work for the Associate Director of Strategy and Analysis will be weighted towards educational programs, but will also include other academic and operational structures and University strategic initiatives. Contributes to the vision of the Strategic Analysis function including ongoing ownership of the menu of services and client services management. Serves as a key strategic partner to the Office of the Provost, Schools, and Central Units. Manages analyst staff, assigning and monitoring work and assessing performance on managed projects. Participates in other OUSPD activities including initiative management and strategy activation work.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired through completion of a Bachelor's degree and 7 years' related professional experience
- Excellent skills and demonstrated experience in the following areas:

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- Critical thinking and creative problem-solving
- Market research and synthesis
- Financial, business, and strategic analysis skills (e.g., survey development and analysis, market studies, pricing analysis, competitor benchmarking, financial / database analysis, business case development)
- Development and synthesis of key takeaways and data-driven recommendations for senior audiences in written and verbal form
- Project management and leadership of complex strategic projects
- MS Excel, Word, and PowerPoint
- Communication skills in a variety of settings (e.g., one-on-one, leading large groups, presentations, ability to work with senior and junior stakeholders)
- Ability to handle multiple projects and priorities in a fast-paced environment including both as an individual contributor and on a small project team, shifting and adapting effort as business needs require
- Proactive and results-oriented, doing what is required to move projects forward in a high quality way without substantial direction and in the context of the big picture; willing to take on any task big or small
- Customer partnership-oriented
- Ability to empathetically understand, articulate, and adapt to a wide variety of skill sets and perspectives with a sense of humor and positive, collaborative attitude
- Tact, discretion, and ability to maintain confidentiality
- Interest in working in or with education, non-profit, government, or other public sector organizations

### **Preferred Qualifications:**

- Knowledge and skills as typically acquired through completion of a Master's degree in a relevant field
- Experience in management, strategy, operations consulting
- Experience working in or with education, non-profit, government, or other public sector organizations
- Experience working within in a pooled resource environment and overseeing junior team members

### **Pay Range**

Minimum \$102,400.00, Midpoint \$128,050.00, Maximum \$153,700.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.



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### **Contact Information**

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

### **Contact**

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