

Director Alumni Engagement
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=236976>

Downloaded On: Jun. 30, 2024 10:28am

Posted Jun. 3, 2024, set to expire Dec. 31, 2024

Job Title	Director Alumni Engagement
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Alumni Relations
Job Website	https://jobs.tufts.edu/jobs/20575?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University Advancement Division seeks a dynamic, experienced alumni relations professional to serve as Director of Alumni Engagement for the Fletcher School.

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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 Fletcher School

Located on Tufts University's Campus in Medford, Massachusetts, The Fletcher School remains true to its 90-year-old mission, offering a broad professional education in international relations for students committed to maintaining the stability and prosperity of a complex, challenging, and increasingly global society. Students develop a worldwide perspective that empowers them to become responsible and effective experts in international affairs. Diversity and inclusion are woven into the fabric of The Fletcher School. It actively seeks out differing perspectives, cultures, and experiences critical to understanding the issues encompassing today's world. The School is renowned for its valuable library and distinguished faculty.

What You'll Do

The Director of Alumni Engagement will lead on the creation and implementation of strategies to enhance the lifelong connection between Fletcher and the school's nearly 10,000-member alumni community, provide direction and supervision to 80+ alumni clubs around the world, and help manage a network of 60+ Class Secretaries. The Director will work to expand volunteer engagement opportunities and increase the interaction of Fletcher's staff and faculty with alumni clubs.

The Director will guide an alumni relations team of two (including the director and an assistant director) responsible for: executing major events annually, such as reunion weekend; delivering a comprehensive communications program through a variety of channels; liaising and supporting alumni clubs and class agents in ongoing alumni engagement efforts; and providing a suite of programs (in-person and virtual), publications, and platforms to help alumni to engage with the school and one another throughout the year. The Director will work closely with other teams at Fletcher including Career Services, Communications, Executive Education and Admissions, as well as with alumni engagement and advancement teams within the Tufts community.

Occasional travel, including internationally, to manage alumni events and meet with key stakeholders is required.

Occasional evening and weekend work will be required for special events/programs.

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What We're Looking For

Basic Qualifications:

- Knowledge and skills typically required through bachelor's degree and 7-10 years of experience
- Extensive depth and breadth of knowledge and experience in alumni relations
- Advanced interpersonal and relationship building skills
- Demonstrated track record of developing and executing alumni events and programs
- Experience managing and/or mentoring more junior staff
- Excellent verbal, written and presentation skills
- Excellent Microsoft Office/similar systems and experience with CRM database systems

Preferred Qualifications:

- Alumni relations/constituent relations experience in a university, other non-profit or comparable field
- A background in marketing or communications and/or fundraising experience
- Basic knowledge of and interest in international affairs
- Ability to provide high-level customer service

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.



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Contact

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