

Associate Director, Strategic Initiatives  
Tufts University

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Downloaded On: Nov. 21, 2024 9:00am

Posted Jun. 18, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Associate Director, Strategic Initiatives
<b>Department</b>	Office of University Strategy and Program Development
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jun. 18, 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>	Development/Institutional Advancement
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20622?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20622?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

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

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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, Strategic Initiatives reports to the Director of Strategy and Analysis in the Office of University Strategy and Program Development and supports project-based transformational initiatives aligned to the University's strategic priorities as a part of an internal consulting function. In doing so, the Associate Director is a key strategic partner not only to the Director but also to the Executive Director and to initiative owners, who could include the Executive Vice President, Provost, School Deans, and Central Unit Vice Presidents.

The Associate Director will be either partially or fully allocated to strategic initiatives based on the needs of the University, the estimated time required to complete the project, and to the extent possible, personal preference. In the higher education environment, strategic projects tend to move more slowly than in industry. Reflecting this, the Associate Director will be more deeply engaged in having a real strategic impact through both team and stakeholder engagement and day-to-day responsibility for project outcomes, similar to that of a Senior Consultant role at a management consultancy.

### Essential Functions:

- Based on the requirements of a given initiative, the Associate Director is responsible for advisory, project management, and delivery activities that might include:
  - Serving as a thought partner to the Director, Executive Director, and over time, Initiative Owners in identifying and articulating the project's goals and objectives.
  - Developing issue maps and analytical frameworks that outline the strategic questions and approaches to be used
  - Moving projects forward, including providing project management, meeting set-up and leadership, and timeline/milestone management.
  - Supporting cross-functional teams of individuals from across the University to address the project questions
  - Designing, participating in, and/or supervising the team's core work, research, and analytical tasks; this may include actively completing research and analysis in addition to thought leadership ? Developing and delivering the highest quality actionable advice,

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insights, and impact for our internal stakeholders.

- Communicating these results through a variety of media (e.g., PowerPoints, white papers, excel analyses) and during regular and milestone meetings and/or other modalities to senior University leaders (e.g., Executive Vice President, Provost, Deans, etc.).
- As a member of the Office of University Strategy and Program Development, the Associate Director will be responsible for supporting work of the office beyond strategic initiatives as bandwidth allows, including conducting market research and business analysis, program portfolio analyses, and strategic planning activities.
- Assists Director in managing a variety of initiatives that support the cultivation of a strategic mindset culture at the university, providing input to digests of market research and Tufts / higher ed landscape news for executive consumption, distributed to senior leaders as the Tufts Market Mindset monthly newsletter.
- Engages in office-wide and university-wide planning, committees when requested, and environment, proactively contributing to the office and university as a whole beyond day-to-day work. Assists in developing and contributing 'practice building' the Office of University Strategy and Program Development as it grows over time.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired through completion of an MBA and a total of 7-10 years' professional experience, including 2-3 years in Management/Strategy Consulting or equivalent in-house experience
- Excellent skills and demonstrated experience in the following areas:
  - Critical thinking and creative problem-solving
  - Market research and synthesis

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- 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 and executive 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)
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- 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:**

- MBA or equivalent degree
- 1-2 years in a Management/Strategy consulting firm, in a post-MBA consulting role
- Deep knowledge of Tufts University
- Higher education management/strategy consulting experience
- Experience working in or with education, non-profit, government, or other public sector organizations
- Experience managing direct reports and reports in a pooled resource environment

### **Pay Range**



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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.

**Contact Information**

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

**Contact**