

Associate Director Annual Giving Friedman School of
Nutrition
Tufts University

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Downloaded On: Dec. 26, 2024 6:11am

Posted Jul. 11, 2024, set to expire Dec. 31, 2024

Job Title	Associate Director Annual Giving Friedman School of Nutrition
Department	Friedman School of Nutrition Science and Policy
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Public Relations/Marketing Development/Institutional Advancement
Job Website	https://jobs.tufts.edu/jobs/20698?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

Overview



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The Friedman School of Nutrition Science and Policy at Tufts University is the first graduate school of nutrition in the US. From bench science to policy, the Friedman School educates tomorrow's leaders, and affects change today, from famine relief, physical health and obesity, to investigating the nutrients important for our health. The Office of Development and Alumni Engagement seeks to develop and maintain substantive relationships with alumni, students, corporate contacts, parents and friends to raise the significant philanthropic funds required to meet the school's endowment, capital and annual giving needs.??

What You'll Do

JOB SUMMARY:

The Associate Director of Annual Giving is a vital member of the Friedman School Development and Alumni Engagement team who leads annual fund activities for the office. The Associate Director of Annual Giving creates and implements strategies and tactics that will increase annual fund participation and leadership giving from alumni, parents, faculty, staff, and friends. Responsibilities include direct marketing activities, volunteer management, prospect portfolio management, personal solicitations, strategic planning and reporting, and donor acquisition. Highly qualified candidates may be considered at the Senior Associate Director level.

PORTFOLIO MANAGEMENT:

Manage a portfolio of 60-75 prospects. Personally qualify, cultivate, solicit and steward high-end annual fund gifts via telephone, letters, email and face-to-face meetings. Travel locally and overnight as needed to meet an annual visit goal set each year. Plan and arrange development trips and events, campus visits, briefings and support of meetings with appropriate Tufts administrative leadership and faculty. This includes long-term cultivation and solicitation strategies, accomplished on own or in partnership with the Senior Director, Director of Development, and others. Attend and contribute to the planning of special events, such as reunion or program-specific fundraisers.

DIRECT MARKETING:

Develop and implement plans for effective direct marketing campaigns, including direct mail, email and social media. Select, hire and interact with outside vendors for design, printing and fulfillment.



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Collaborate with the central Tufts Annual Giving and University Communications and Marketing teams when possible. Partner with the Director of Stewardship and Communications on stewardship strategies and tactics for annual fund donors. Direct digital donor acquisitions in collaboration with an external consultant.

VOLUNTEER MANAGEMENT:

Manage volunteers and volunteer committees in the identification, cultivation, solicitation and stewardship of donors to the Friedman School Annual Fund. Partner with the Assistant Director of Alumni Relations on the Alumni Association's Alumni Giving Committee activities, such as Tufts Giving Tuesday, reunion giving, and other alumni outreach. Partner with the Assistant Director of Alumni Relations on the annual Graduating Class Gift volunteer committee activities. Develop and implement strategies to empower the Tufts Marathon Team to achieve fundraising goals. Work with faculty volunteers to promote faculty and staff giving. Develop a strategy to increase parent giving that may include parent volunteers. Engage, train, and support volunteers in fundraising activities. Participate in micro-campaign committee activities organized by the Senior Director and Director.

STRATEGIC PLANNING AND REPORTING:

Create strategies that will increase annual fund participation as well as leadership giving. Work closely with Sr. Director, Director and the rest of the team to set goals, create strategic and tactical plans for the department. Report on activities to school leadership and colleagues within UA. Other duties as assigned

What We're Looking For

Basic Requirements:

1. Years of related experience required: 5-7 years of experience in development or a comparable field with annual fund direct marketing and volunteer management experience.
2. Required education: Bachelors
3. Special licenses required: Valid U.S. Driver's License
4. Required computer/technical skills: Microsoft Office and some complex donor and information database experience (e.g. Salesforce, Razor's Edge, Millennium, proprietary system).

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5. Other (Describe – i.e., lifting, domestic/foreign travel, foreign language): Experience in constituent relations, direct marketing, and volunteer management. Demonstrated project management skills, ability to work independently, attention to detail and follow through, and excellent organizational skills are essential. Must be able to function under tight deadlines, work well in a team setting and individually, and possess superior communication skills.

Preferred Qualifications:

1. Higher education annual fund experience is highly desirable as is experience with personal solicitations.
2. Experience with Salesforce donor and information management systems is a plus as well as experience analyzing and segmenting data.

Pay Range

Minimum \$71,050.00, Midpoint \$88,850.00, Maximum \$106,700.00

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