

Associate Director, Strategic Research Development Tufts University

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Posted Jan. 10, 2025, set to expire Dec. 31, 2025

Job Title	Associate Director, Strategic Research Development
Department	Office of Research Development
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Research
Job Website	https://jobs.tufts.edu/jobs/21279?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Research Development (Research Development) sits within the Tufts University Office of the Vice Provost for Research (OVRP) and supports the research and training pursuits of the Tufts research community in grantsmanship and development of groundbreaking proposals for funding, showcasing ideas on the cutting edge of their fields. We place a high value on a service-oriented approach and a collaborative mindset. Learn more about us [here](#).

What You'll Do

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The Associate Director, Strategic Research Development will work under limited supervision and be responsible for day-to-day operations and management of functions in areas including internal programs, project management, data analysis and research, Research Development tools and systems, and research-related events.

Responsibilities include:

- Manages internal funding programs sponsored by the OVPR, including the Springboard Research & Scholarship and MUSE Arts, Humanities, and Humanistic Social Sciences internal funding programs
- Provides project management and liaises with the OVPR Operations Team to support research-related events
- Oversees the Tufts limited submissions program and provides project management and related support for OVPR-sponsored Research Interest Groups
- Supports and manages research development-related systems and tools (e.g., Academic Analytics, InfoReady, survey software), including development of strategies to maximize their utility and partners with other teams to implement these strategies
- Partners closely with OVPR teams and other research support units to provide data analysis on research funding trends, internal Strategic Research Development accomplishments, and outcomes of OVPR programs and activities, and presents results to a range of stakeholders
- Leads special projects of moderate scope, including goal setting, outcomes tracking, impact analysis, and communication of results, to increase the range and effectiveness of research strategy
- Works with faculty on specific grant proposals in line with the expertise and skills of the person filling it
- Supervises at least one staff member

What We're Looking For

Basic Requirements:

- Knowledge and skills typically acquired through completion of a Master's degree OR Bachelors degree and 5+ years of experience working in research development, grantsmanship, editing and writing
- Strong project management and facilitation skills
- Ability to conduct research on federal funding trends and other related topics and provide data analysis
- Strong writing and communication skills
- Excellent organizational and time management skills
- Experienced with electronic systems and enterprise research development systems; knowledgeable in MS Office (Word, Excel, PowerPoint) and internet

Preferred Qualifications:

- Supervisory experience preferred

Pay Range



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Minimum \$85,650.00, Midpoint \$107,150.00, Maximum \$128,600.00

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

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