

Assistant Director Corporate and Foundation Relations Tufts University

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Posted Feb. 11, 2025, set to expire Dec. 31, 2025

Job Title	Assistant Director Corporate and Foundation Relations
Department	Office of Corporate and Foundation Relations
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 11, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement
Job Website	https://jobs.tufts.edu/jobs/21388?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts Office of Corporate and Foundation Relations (CFR) seeks an organized and detail-oriented Assistant Director to support the strategic priorities of The Fletcher School of Law and Diplomacy and Tisch College. This role focuses on identifying prospects, developing proposals, stewarding relationships, and maintaining accurate records under general supervision and reporting to the Senior Associate Director of Corporate and Foundation Relations. The Assistant Director will play a key role in advancing Fletcher's and Tisch's education, research, and programmatic goals through targeted corporate and foundation engagement. The role offers a hybrid work environment. Currently, the minimum campus presence is two days a week.

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What You'll Do

Key Responsibilities

- **Fundraising Program Support:** Under general supervision and reporting to the Senior Associate Director, plans and implements corporate and foundation fundraising activities, supporting Fletcher's and Tisch's strategic priorities.
- **Prospect Research and Engagement:** Conducts research on institutional donors, faculty research programs, and industry trends to identify potential partners and inform engagement strategies.
- **Proposal and Communication Development:** Researches and writes content, including proposals, letters of inquiry, fact sheets, and communication materials that align Fletcher's and Tisch's programs with corporate and foundation interests.
Faculty Collaboration: Meets with CFR Senior Associate Director, faculty and administrators to gather information, develop proposals, and refine communication materials..
- **Database and Activity Tracking:** Maintains accurate records of interactions, proposals, and donor activities in databases and tracking systems. Ensures timely updates to reflect progress and engagement efforts.
- **Donor Cultivation and Stewardship:** Assists with managing stewardship plans for corporate and foundation donors. **Goal Setting and Strategy Development:** Establishes goals and strategies in collaboration with the CFR Senior Associate Director to support fundraising objectives.
- **Special Projects:** Participates in special projects or initiatives as assigned, contributing to the overall success of the CFR team.

What We're Looking For

Basic Requirements:

- Bachelor's degree.
- 3-5 years of experience in non-profit fundraising, corporate/foundation engagement, business development, or a related field (or possesses other transferable skills).
- Strong writing, research, and communication skills.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple projects and meet deadlines.
- Strong interpersonal and relationship management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

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Preferred Qualifications

- Master's degree or professional experience in areas relevant to Tisch College or Fletcher School's areas of scholarship.
- Experience working in higher education.
- Familiarity with corporate and foundation fundraising strategies.

Ability to work independently and collaboratively in a team-oriented environment.

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