

Assistant Director Stewardship and Donor Relations Tufts University

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Posted Feb. 13, 2025, set to expire Dec. 31, 2025

Job Title	Assistant Director Stewardship and Donor Relations
Department	Advancement Division
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement Alumni Relations
Job Website	https://jobs.tufts.edu/jobs/21401?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

Overview

The Advancement Division develops philanthropic financial support from alumni, parents, friends, foundations and other individuals and organizations to advance the academic and programmatic priorities of Tufts University. The Division is engaged in building the annual fund through direct mail, volunteer solicitation initiatives and other means, simultaneously developing a broad base for engaging donors. The Division further works to secure major gifts from the same sources for building projects, endowment, program development and other needs and stewards' gifts to ensure that our donors' gift restrictions are honored and that donors are kept well informed of the impact of their contributions. A robust Alumni Affairs program supports all these fundraising efforts. The Division is committed to pursuing its work in an ethical fashion, in accordance with best practices. The Division also encourages the continued professional development of all its employees.

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What You'll Do

The Assistant Director will be part of the advancement team at the Cummings School of Veterinary Medicine. The Assistant Director will manage the Stewardship Program, ensuring that proper gift acknowledgments and stewardship reports are completed for all gifts and endowments in timely fashion and in a manner that motivates the donor to make additional, and larger, gifts. They will partner with the Assistant Director of Alumni Relations and Giving to execute the Veterinarians CARE (Companion Animals Remembered) program in which veterinarians make gifts in memory of patients, with the support of the Administrative Coordinator, and manage the Pet Memorial program (also with the support of the Administrative Coordinator) through which clients make gifts in memory of animals. They may be responsible for developing similar programs to encourage new philanthropic support for Cummings School. They will also participate in the planning and execution of donor stewardship events and will be responsible for periodic website updates, annual donor roll projects, and other stewardship duties as needed.

Donor Stewardship

- Manage and execute our tiered acknowledgment process for all gifts to Cummings School, ranging from form acknowledgments for low-level gifts to customized thank you letters from the Dean.
 - Steward endowments: inform donors of the impact of the endowed funds they have established by providing annual reports on the financial status of the funds and the use of the income distributed. Work with the Office of Student Affairs on financial aid endowments and with department managers on academic and research endowments to gather the information needed for these reports.
 - Develop stewardship strategies for donors of major (over \$25,000) restricted gifts to demonstrate that the university is using the gift according to the restrictions and to ensure the donors' satisfaction with their philanthropic experience.
 - Work with the Student Affairs office to coordinate awarding of scholarships and prizes and with the PR and Publications offices to appropriately and in a timely manner publicize major and or new endowed gifts.
 - Serve as the primary AIM systems expert on the Stewardship module and record donor and historical data and current contact information for endowments.
 - Develop and maintain stewardship reporting systems, including databases, letters and new donor package templates, AIM database updates and files. Oversee the work of the department student worker who helps with these activities. Create annual donor recognition reports and plaque content for annual and capital giving.
 - Help manage event logistics related to donor stewardship activities. For example, organize the annual leadership donor dinner
 - Serve as the department point-person to the UA's central donor relations department for President's and Provost's acknowledgment letters.
 - Serve as the department point-person for University-wide donor events, assisting in the coordination and planning of events that honor school or center donors or include school or center donors as invitees.
 - Manage the department's stewardship budget. Serve on Advancement committees focused on stewardship, such as the Donors Relations Strategy Group.
- Continue to refine and improve processes and manage other memorial programs that may be developed in the future.

Special Fundraising Programs

- Execute the Veterinarians CARE program which allows veterinarians to make gifts in memory of client animals. In partnership with the Assistant Director of Alumni Relations and Giving and the Director of the Cummings Veterinary Fund, work to design stewardship incentives for VetCare alumni participants.

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- Manage, with support from the Administrative Coordinator, the Pet Memorial Program which offers many ways for clients to remember their pets with a gift to Cummings School.
- Continue to refine and improve processes and manage other memorial programs that may be developed in the future.

Communications and Collateral

- Research, write, and develop communications and collateral, in collaboration with the Communications and Donor Relations department, to explain donor programs/opportunities for capital giving (e.g. Professorships, Scholarships, Naming Opportunities).
- Act as point of contact and work closely with Director of Communications to follow through on collateral design and development.
- Work directly with Public Relations and Communications office to develop publication materials and communications concerning donors and fundraising news.
- Update website content to best reflect the Cummings School's accomplishments, the impact of philanthropy and new and ongoing philanthropic opportunities.

Events

- Help coordinate Cummings School's cultivation and stewardship events for friends and clients.
- In addition, develop and implement special events in accordance with the donor recognition program. These include, but are not limited to various lectures, Charles Tufts Society and other luncheons, donor visits, etc.

Basic Requirements

- Knowledge & Skills as Typically Acquired Through Bachelor's Degree and 3-5 years of related experience
- Knowledge and experience in stewardship, donor relations or other related area of advancement
- Strong interpersonal and relationship building skills
- Excellent writing and communications skills

Pay Range

Minimum \$53,400.00, Midpoint \$66,750.00, Maximum \$80,100.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

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Contact Information

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Contact

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