

Senior Director, Prospect Development
Tufts University

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Downloaded On: Aug. 12, 2025 3:55am

Posted Jul. 31, 2025, set to expire Dec. 31, 2025

Job Title	Senior Director, Prospect Development
Department	Office of Prospect Development and Strategic Analysis
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 31, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Senior Executive Officer
Academic Field(s)	Development/Institutional Advancement Alumni Relations
Job Website	https://jobs.tufts.edu/jobs/22140?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts University Advancement division (UA) is a comprehensive development and alumni relations enterprise with a staff complement of approximately 200+ staff members. Functional units within UA include Development/Fundraising, Alumni Relations, Stewardship and Donor Relations, Special events, Gift Processing, Research, Prospect Management, Gift Planning, Corporate and Foundation Relations, Information Systems and Management, and Infrastructure Services. UA's mission is to build strong, lifelong relationships with Tufts University's constituents, match donors' interests with the University's needs and priorities, and secure the financial resources necessary for Tufts to achieve

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excellence in teaching, research, and scholarship. The division is strongly committed to serving the academic agenda of the University, creating a culture of philanthropy in the extended Tufts community, and pursuing excellence and best practices in its work. Integrity, collegiality, diversity, accountability, mutual trust, and respect for the individual as well as the intentions of our donors are the values that guide the division's work.

The Office of Prospect Development and Strategic Analysis (OPD) gathers and analyzes information on, and facilitates and tracks communication with, the University's current and potential prospects and donors, including individuals, corporations, and foundations. OPD is primarily responsible for one of UA's key strategic priorities: the expansion of the University's base of support, which complements the other fundamental priorities of building relationships and raising funds. OPD addresses this need by conducting sophisticated research and analysis, identifying new prospects, and managing the processes of assigning the most promising prospects to development officer portfolios and assessing portfolio performance. OPD is also responsible for maintaining current and accurate information on all prospects and ensuring the database represents UA's full knowledge of prospect-related activity. OPD is also the University's sole resource for reputational risk assessment, completing both philanthropic due diligence and other assessments as needed. The team will also begin supporting the newly expanded Principal Gifts team with robust, high-level analysis of the University's top prospects.

What You'll Do

The Senior Director of Prospect Development leads a team of 10 professionals dedicated to Prospect Research and serves as the strategic architect of Tufts University's prospect intelligence framework. In this pivotal role, the Senior Director collaborates closely with senior leadership across University Advancement (UA) to identify, assess, and unlock the philanthropic potential of individuals, corporations, and foundations in alignment with institutional and school-based fundraising priorities. Acting as a key partner to frontline fundraising teams, the Senior Director provides expert guidance to ensure prospect strategies are data-driven, targeted, and aligned with the university's goals. This role oversees the integrity, depth, and strategic application of prospect data — delivering high-impact analysis, reporting, and actionable insights using best-in-class research methodologies and tools, including AIM and Tableau. The Senior Director plays a central role in campaign planning, portfolio strategy, and prospect pipeline development, advising on feasibility assessments, gift capacity analysis, and major/principal gift readiness. Through collaborative leadership, the Senior Director fosters a culture of continuous improvement and innovation within the Prospect Development team, ensuring Tufts remains at the forefront of industry best practices. Success in this role requires deep expertise in prospect research and management, strong analytical and leadership skills, and a proven ability to drive strategic impact. The Senior Director is charged with expanding Tufts' qualified prospect pool by at least \$100 million annually — enhancing the university's long-term philanthropic capacity

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and supporting ambitious fundraising goals.

What We're Looking For

Basic Requirements:

- Knowledge and skills typically acquired through completion of bachelor's degree and 10+ years of experience working in a complex advancement/development organization
- 5+ years of experience managing teams
- Experience working in complex organizational environment with multiple stakeholders.
- Superior communication and interpersonal skills with proven negotiation and conflict management skills and the ability to manage effectively under stress.
- Exceptional writing and presentation skills.
- Demonstrated strategic and operational planning and management skills.
- Demonstrated ability to plan and prioritize work to meet commitments aligned with organizational goals.
- Drives Results: Consistently achieves results, even under challenging circumstances.
- Builds Effective Teams: Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.
- Organizational Savvy: Maneuvering comfortably through complex policy, process, and people-related organizational dynamics.
- Instills Trust: Gaining the confidence and trust of others through active listening and responsive follow through.

Preferred Qualifications:

- Experience in higher education or non-profit organizations and/or advancement/fundraising is preferred.
- Experience leading a team of researchers is preferred.

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Pay Range

Minimum \$116,500.00, Midpoint \$145,600.00, Maximum \$174,800.00

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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