

Director of Development and Alumni Relations
Tufts University

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

Job Title	Director of Development and Alumni Relations
Department	Advancement Division (UA)
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Development/Institutional Advancement Alumni Relations
Job Website	https://jobs.tufts.edu/jobs/22209?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University Advancement Division seeks a dynamic, experienced developmental professional to serve as Director of Development and Alumni Relations for Tisch College.

Tufts University Advancement Division (UA) is a comprehensive development and alumni engagement enterprise with a staff complement of approximately 200 full time employees. Units within UA include development/fundraising, alumni engagement, stewardship and donor relations, special events, gift processing, research and prospect management, gift planning, corporate and foundation relations, and information systems and management. UA's mission is to build strong relationships with Tufts University's constituents, match donor interests with the University's needs and priorities, and secure the financial resources necessary for Tufts to achieve excellence in teaching, research, and scholarship. The Division is strongly committed to serving the academic agenda of the University and

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creating a culture of philanthropy in the extended Tufts community. 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 work of the Division.

Tisch College

The only university-wide college of its kind, Tisch College studies and promotes the civic and political engagement of young people at Tufts University, in our communities, and in our democracy. Central to the University's mission, the college offers Tufts' students opportunities to engage in meaningful community building, civic and political experiences, and explore commitments to civic participation. Tisch College is also home to nationally recognized research centers that inform the national conversation on the health of our civic institutions and the role of young people in our democracy.

What You'll Do

The Director of Development and Alumni Relations for Tisch College

Reporting to the Executive Director, University Advancement with a dotted line to the Dean of Tisch College, the Director of Development and Alumni Engagement, will collaborate and work closely with the Dean, senior staff, faculty, and University Advancement (UA) staff to design and implement a comprehensive strategy and action plan to expand and diversify philanthropic support and constituent involvement with Tisch College. A significant portion of the Director's efforts will be focused on the cultivation and closure of major gifts and leadership annual fund gifts, working in concert with the Dean. In addition, the Director will be responsible for managing an Assistant Director of the Annual Fund as well as coordinating efforts with other UA colleagues to grow support for Tisch College.

What We're Looking For

Basic Requirements:

- Knowledge and skills typically acquired through a bachelor's degree and 7+ years of experience.
- Advanced interpersonal and relationship building skills.
- Excellent verbal, written, and presentation skills.
- Depth and breadth of knowledge and experience in philanthropy.

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- Proven track record of structuring proposals and securing annual fund leadership gifts and major gifts.
- Experience managing or mentoring fundraising staff.

Preferred Qualifications:

- Strong knowledge of major gift, annual fund, and alumni engagement strategies.
- Demonstrated success in closing six figure and seven figure gifts.

Pay Range

Minimum \$128,500.00, Midpoint \$160,700.00, Maximum \$192,800.00

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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