

Associate Director Development
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=262275>

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Posted Sep. 10, 2025, set to expire Jan. 22, 2026

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| Job Title | Associate Director Development |
| Department | School of Dental Medicine |
| Institution | Tufts University Medford, Massachusetts |
| Date Posted | Sep. 10, 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/22319?lang=en-us&iis=Job+Board&iisn=AcademicKeys |
| Apply By Email | |
| Job Description | |

Overview

For over 155 years, the Tufts University School of Dental Medicine has been training Global Leaders in Oral Health. As the second largest dental school in the U.S., TUSDM's mission is focused on education committed to clinical excellence, knowledge to improve general and overall health and promoting care and community.

With over 10,000 alumni throughout the U.S. and internationally, the development and alumni engagement office seeks to create opportunities to thoughtfully and strategically involve alumni, friends and parents in advancing our mission through philanthropy or participation.

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What You'll Do

Reporting to the Senior Director of Development & Alumni Engagement, the Associate Director of Development will develop and implement strategic fundraising plans and activities in support of TUSDM's priorities, including scholarships, professorship and programmatic support. The Associate Director will collaborate with colleagues working in major gifts, annual giving, gift planning, and corporate and foundation relations to assess appropriate cultivation strategies for qualified prospects. S/he/they will work independently, as well as with fundraising volunteers, faculty, dean, and university leadership to further cultivate, solicit, and steward qualified prospects.

The Associate Director will manage a qualification portfolio consisting of 75-100 individuals (friends, alumni, and parents) identified by the Department of Prospect Development and in conjunction with the Senio. Director through other leads as possible gift prospects. S/he/they will be charged with scheduling face-to-face meetings and visiting prospects in select regions throughout the country. S/he/they will document all meeting outcomes in the University Advancement database and working with the Sr. Director and other senior staff members in the division, determine the appropriate next steps for each individual.

The Associate Director will be expected to contribute to the successful achievement of School and university fundraising goals by qualifying and disqualifying new prospects, and by securing leadership annual gifts as well as endowment and capital gifts.

Essential Functions:

Portfolio Management and Prospect Qualification, Cultivation and Solicitation

- Qualify potential major gift prospects as identified through the Office of Prospect Development. Cultivate and solicit a segment of qualified major gift prospects emerging from this pool;
- Maintain an active portfolio of 75-100 prospects, with emphasis on high-end annual gifts and capital gifts of \$100,000 or more, from Dental School alumni, parents, and friends;
- Secure in-person visits to gain an in-depth understanding of the prospect pool by asking relevant strategic questions and employing active listening skills qualifying or disqualifying prospects, as necessary;
Travel to assign geographic regions to visit prospects and host prospects on campus;
- Using information learned through prospect interactions, develop, and implement strategic cultivation strategies working independently or in concert with senior director.

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- Develop and implement thoughtful prospect solicitation strategies based on information learned through prospect visits; actively solicit 5 and 6-figure annual and capital gifts in accordance with fiscal year metrics established by the senior director;
- Prepare written materials including briefing documents for volunteer leaders and school leadership as appropriate, acknowledgments, proposals, and other routine correspondence;
- Meet ambitious metrics for prospect visits and proposals submitted and closed each year in consultation with supervisor;
- Execute detailed and timely summaries of all prospect interactions which clearly outline progress made toward qualification/disqualification and/or strategies for future cultivation and solicitation;
- Represent the school at regional and on-campus events.
- May include managing a targeted fundraising project, including parents outreach, departmental priorities and other projects.

Collaboration with University Advancement Staff, Campaign Planning, and Communications:

Work with Advancement colleagues to develop invite lists and to drive turnout for key university events on and off campus;

- Participate in UA meetings designed to increase awareness of school priorities and campaign objectives among all major gift officers.
- Work closely with these colleagues and others to identify fundraising priorities and strategies for key prospects;
- Gain a strong working knowledge of the broad vision and campaign priorities of the school and the university.

Stewardship:

- Work closely with colleagues in Donor Relations and Stewardship to develop and implement stewardship plans for key donors; Conduct stewardship visits with donors, beneficiaries and key volunteers as appropriate;
- Collaborate with Donor Relations, Stewardship and Special Events staff as appropriate on donor recognition events.

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What We're Looking For

Basic Requirements:

- Minimum 5-7 years of extensive experience in philanthropy
- Proven track record of structuring proposals and securing major gifts
- Advanced interpersonal and relationship building skills
- BA/BS Degree- or equivalent years of relevant experience
- Valid US Driver's License
- Microsoft Office and donor databases such as Advance
- Minimum 1 week of travel per month (that might be 1-2 days per week each week)

Preferred Qualifications:

- Excellent writing skills
- Familiarity with planned giving vehicles

Pay Range

Minimum \$96,500.00, Midpoint \$120,600.00, Maximum \$144,800.00

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