

Assistant Director Development
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=263447>

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Posted Oct. 6, 2025, set to expire Feb. 15, 2026

Job Title	Assistant Director Development
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 6, 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/22408?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Under general supervision, plans and implements a coordinated program of fundraising activities. Qualifies, cultivates and solicits prospects, individual leadership and annual gifts. Collaborates with other advancement units to manage small events, cultivate and steward prospects. Accountable for meeting fundraising goals and managing a portfolio of approximately 108 prospects.

What You'll Do

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Essential Functions:

- Under general supervision, plans and implements a coordinated program of small fundraising activities of moderate scope typically with portfolio of approximately 108 prospects.
- Establishes goals and strategies with manager.
- Uses relationship building skills to qualify, cultivate and solicit prospects including alumni, parents and friends of the school/university.
- Develops, manages and builds upon existing relationships with constituents for portfolio.
- Works with prospect development to identify, analyze and qualify prospects.
- Collaborates with annual fund officers on annual giving activities and initiatives.
- Identifies and facilitates stewardship opportunities for donors.
- Partners with alumni relations and events staff to manage special events and other activities as they relate to fundraising objectives.
- Participates in and may lead small projects and initiatives as assigned.
- Completes detailed documentation and contact reports for management.

What We're Looking For

Basic Qualifications:

- Knowledge & Skills as Typically Acquired Through Bachelor's Degree and 3 to 5 years of Related Experience
- Knowledge and experience in philanthropy
- Strong interpersonal and relationship building skills
- Strong written and verbal communication skills

Please include a cover letter with your application.

Pay Range



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Minimum \$72,500.00, Midpoint \$90,700.00, Maximum \$108,900.00

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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