

Senior Projects Manager Tufts University

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Posted Oct. 28, 2025, set to expire Mar. 11, 2026

Job Title	Senior Projects Manager
Department	Office of the Vice Provost for Research
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research Financial Planning/Budget Management Business & Administration
Job Website	https://jobs.tufts.edu/jobs/22464?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts [Office of the Vice Provost for Research](#) (OVPR) leads and supports the university's research and innovation enterprise across all campuses. It sets strategic research priorities, ensures compliance with regulatory requirements, oversees research administration and infrastructure (including animal care and biosafety programs), and advances faculty success through grant support and professional development. OVPR also manages technology transfer, industry partnerships, and entrepreneurship initiatives, while promoting interdisciplinary collaboration and fostering Tufts' global research reputation.

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This role requires on-site presence at Tufts' Boston campus at least two (2) days per week.

What You'll Do

The Senior Project Manager plays a critical leadership role in advancing Tufts University's research and innovation enterprise. Reporting to the Sr. Associate Vice Provost for Research Strategy and Operations, this position is responsible for planning, managing, and delivering complex, cross-functional initiatives that strengthen research development and accelerate the commercialization of university discoveries. Working closely with faculty, administrators, and university leadership, the Senior Project Manager ensures initiatives are strategically aligned, well-coordinated, and executed on time and within scope. The role also involves conducting due diligence on emerging opportunities, monitoring project performance, and supporting the university in translating research into impactful partnerships, technologies, and ventures. By serving as a central hub for coordination and execution, the Senior Project Manager helps position Tufts at the forefront of research and innovation.

Responsibilities include:

- **Strategic Initiative Development** – Identify, evaluate, and prioritize high-potential opportunities that advance Tufts' research enterprise, conducting due diligence and providing leadership with actionable recommendations.
- **Project Planning and Execution** – Manage the design, coordination, and implementation of complex, cross-functional projects, ensuring alignment with institutional priorities, clear milestones, and successful delivery on time, scope and budget.
- **Stakeholder Collaboration** – Partner with administrative, academic, financial, legal, and operational units across the university to align efforts, secure approvals, and facilitate smooth execution of initiatives.
- **Team Management** – Manage cross-functional teams in the development and execution of strategic initiatives, ensuring alignment with institutional priorities, effective collaboration across units, and successful delivery of high-impact outcomes.
- **External Partnerships and Engagement** – Support leadership in strategically managing relationships with external partners, including industry, government agencies, and investors, to expand research opportunities and commercialization pathways.

What We're Looking For

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Basic Requirements:

- Knowledge and skills as typically acquired through completion of BA/BS in business administration, information systems, or a related field
- 5+ years of experience in project management, innovation strategy, or business development within a research or technology development setting
- Proven ability to manage complex, cross-functional projects and multiple concurrent deadlines
- Strong financial acumen, including budgeting and forecasting
- Excellent communication, organizational, and interpersonal skills
- High attention to detail, discretion with confidential matters, and strong problem-solving and decision-making abilities
- Ability to work independently and collaboratively, and adapt to shifting priorities

Preferred Qualifications:

- MBA or other graduate-level degree preferred
- PMP or equivalent project management certification preferred
- Familiarity with research and innovation ecosystems
- Experience in a university, research, or technology transfer environment
- Outgoing and approachable with a professional demeanor and strong customer focus

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

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