

Associate Director Corporate and Foundation Relations
Tufts University

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Posted Nov. 10, 2025, set to expire Mar. 21, 2026

Job Title	Associate Director Corporate and Foundation Relations
Department	Office of Corporate and Foundation Relations
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Public Relations/Marketing Development/Institutional Advancement
Job Website	https://jobs.tufts.edu/jobs/22525?lang=en-us&iis=Job+Board&iisn=AcademicKeys

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Job Description

Overview

Tufts Office of Corporate and Foundation Relations (CFR) seeks a dynamic Associate Director to support the School of Engineering (SOE). Reporting to the Senior Director of CFR, this position will play a key role in developing and executing a robust engagement and fundraising strategy with the goal of deepening relationships, growing the corporate and foundation prospect pool, and securing institutional support for education and research program priorities that align within Tufts University School of Engineering.

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What You'll Do

The Associate Director will be expected to maintain a consistent level of 70+ relationships with external organizations - regional, national and international -with the anticipation of raising significant resources for the Engineering School.

As a vital member of a multifaceted CFR team, the Associate Director will maintain ongoing communication with the Senior Director of CFR, CFR colleagues, academic staff, and work closely with the Dean, Senior Director of Development and Alumni Engagement, school senior leadership, and key faculty members to enhance support for the School of Engineering.

We seek an entrepreneurial and collaborative professional with demonstrated success in corporate and/or foundation engagement, ideally within an academic setting. Experience in corporate alliance development, academic STEM program management, or research development is highly desirable. The ideal candidate will demonstrate a track record of professional growth and success in building and managing strategic relationships in a complex organization. They will be a strategic thinker with outstanding proposal writing and communication skills and possess the ability to engage, influence and inspire diverse stakeholders.

Must be willing and able to travel and work occasional evenings and weekends.

This is a flexible and hybrid working environment with an office presence on the Medford campus.

Key Responsibilities

- Proactively identify appropriate corporate and foundation prospects for priority and strategic projects and programs and work effectively with school leadership, faculty and administrators in the development and submission of proposals.
- Work closely with key campus stakeholders who foster and maintain corporate partnerships.
- Research new corporate prospects and work with internal stakeholders to develop strategies, access points, and modes of engagement. Refine the prospect list for corporate engagement based on industry trends, new strategic priorities for SOE, and new connections. This requires significant coordination / communication with SOE senior leadership and Advancement colleagues.
- Host corporate and foundation partners on campus for tours and meetings with university leadership, faculty, and students.

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- Proactively meet with faculty to help identify prospective funders and develop and prepare concept papers, letters of inquiry, proposals, and grant reports (when appropriate).
- Partner with advancement professionals and teams, academic and administrative leadership, Research Administration, Technology Licensing and Industry Collaboration and other university departments to coordinate strategies, outreach, relationship management and stewardship

What We're Looking For

Basic Requirements:

- Bachelor's degree
- 5-7 years of experience working in academia, industry, or corporate environments.
- Highly professional with the ability to work with and command the respect of dean, faculty and administrators, and nurture productive working partnerships internally and externally.
- Demonstrated experience in effective interactions with internal and external constituencies to advance organizational objectives.
- Excellent interpersonal and relationship management skills.
- Excellent oral and written communication skills.
- Demonstrated experience in proposal writing and securing corporate and foundation funding.
- Demonstrated ability to work independently and as part of multiple teams.
- Highly motivated, entrepreneurial, collaborative, conscientious, and results-oriented.
- Demonstrated ability to grasp and synthesize complex information across a range of issues and technical disciplines.
- Ability to think strategically, manage multiple projects effectively, evaluate problems and display sound, confidential judgment.

Preferred Qualifications:

- Advanced degree in engineering, life sciences, or a related STEM field

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.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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