

Associate Director, Planning and Analysis
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=268354>

Downloaded On: Nov. 17, 2025 5:59pm

Posted Nov. 17, 2025, set to expire Mar. 29, 2026

Job Title	Associate Director, Planning and Analysis
Department	Human Nutrition Research Center on Aging
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Financial Planning/Budget Management Business & Administration Administration - Academic Unit
Job Website	https://jobs.tufts.edu/jobs/22565?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Associate Director, Planning and Analysis
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=268354>

Downloaded On: Nov. 17, 2025 5:59pm

Posted Nov. 17, 2025, set to expire Mar. 29, 2026

The mission of the Jean Mayer USDA Human Nutrition Research Center on Aging at Tufts University (HNRCA) is to promote healthy aging through nutrition science to empower people seeking to enjoy long, active, and independent lives. HNRCA investigators conduct the world's most advanced studies on nutrition and aging. The research focuses on determining the nutrient and physical activity requirements necessary to promote well-being for older adults. HNRCA scientists examine how nutrition and physical activity play a major role in the prevention of the major chronic degenerative conditions and diseases associated with aging.

The HNRCA is collaboratively managed by Tufts University and the United States Department of Agriculture's Agricultural Research Service (USDA/ARS) through multiple cooperative agreements. Located adjacent to the Tufts University Health Sciences campus in Boston, Massachusetts, the HNRCA is one of six human nutrition research centers in the United States supported by the USDA/ARS and the only one focused on aging.

What You'll Do

This is a grant funded position and is not eligible for severance pay.

The Associate Director, Planning and Analysis is responsible for the development and management of the operating and capital budgets of the HNRCA and ensuring that all HNRCA departments comply with the business policies of Tufts University, the USDA/ARS, and other sponsoring agencies to mitigate potential liabilities. Serves as the primary advisor and technical resource on accounting and financial management matters to the HNRCA community. Responsible for identifying and/or participating in the resolution of short- and long-term fiscal opportunities and problems, providing financial projections, developing financial forecasting models, developing pricing models and conducting regular pricing model reviews for the center's scientific core units, and developing business plans for new initiatives.

The Associate Director, Planning and Analysis will coordinate closely with the center's director of research administration, local research administrators and scientific core unit managers on pre-award issues, re-budgeting requests, amendments/modifications, and maintaining compliance with successful close out USDA/ARS cooperative agreements. Coordinate closely with the center's scientific and administrative staff and the university's central post-award office in the management of USDA/ARS cooperative agreements, including all HNRCA administrative and core unit accounts. Manage the HNRCA administrative coordinators who provide administrative support Center-wide.

Associate Director, Planning and Analysis
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=268354>

Downloaded On: Nov. 17, 2025 5:59pm

Posted Nov. 17, 2025, set to expire Mar. 29, 2026

What We're Looking For

Basic Requirements:

Knowledge and experience typically acquired by:

- Bachelor's degree in business, accounting, or finance and 5-7 years of related experience (or equivalent combination of education and experience)
- Minimum 3 years' direct, hands-on experience in financial management of grant-funded research
- Excellent analytical, computer, and interpersonal skills
- Exceptional judgement, discretion, and attention to detail

Preferred Qualifications:

- Master's degree in business administration, accounting, or finance
- 5 years' experience in a university research setting, in a central university sponsored programs department, or other specialized research facility at a similar level of responsibility
- Advanced ability in Microsoft Excel and Word
- Prior experience working with PeopleSoft financials or similar systems
- Demonstrated ability to work both as a member of a team and independently
- Demonstrated ability to work under the pressure of hard deadlines and competing priorities
- Demonstrated organizational and time management skills
- Superior written and oral communication skills

Pay Range

Minimum \$106,100.00, Midpoint \$132,600.00, Maximum \$159,100.00

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

Associate Director, Planning and Analysis
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=268354>

Downloaded On: Nov. 17, 2025 5:59pm

Posted Nov. 17, 2025, set to expire Mar. 29, 2026

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

Contact

,