

Assistant Director Alumni Relations
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=269492>

Downloaded On: Dec. 17, 2025 6:11pm

Posted Dec. 17, 2025, set to expire Apr. 29, 2026

Job Title	Assistant Director Alumni Relations
Department	Office of Alumni Engagement (OAE)
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Alumni Relations
Job Website	https://jobs.tufts.edu/jobs/22643?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Alumni Engagement (OAE) at Tufts University seeks a dynamic and motivated colleague to join the team as Assistant Director of Alumni Engagement. OAE's mission is to inspire lifelong engagement with the Tufts community. Through connections, shared experiences, and opportunities to give back, we empower alumni to make an impact on each other and the university.

What You'll Do

As an integral member of OAE's regional and shared interest team, the Assistant Director will develop and strengthen regional chapters and affinity-based groups. They will support each group in the development of volunteer infrastructure, communications, and programming to ensure sustainable volunteer communities and a deeper alumni connection to Tufts. They will also lead or contribute to the

Assistant Director Alumni Relations
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=269492>

Downloaded On: Dec. 17, 2025 6:11pm

Posted Dec. 17, 2025, set to expire Apr. 29, 2026

planning of affinity reunions and special anniversary programming. In all their work, they will collaborate closely with colleagues in OAE, Annual Giving, Development, the Division of Student Diversity and Inclusion, and professional school alumni offices to purposefully engage alumni. They will also lead the effort around developing an alumni business directory and/or similar digital programming.

What We're Looking For

Basic Qualifications:

- Knowledge and skills typically acquired through a bachelor's degree and 3-5 years of related experience.
- Knowledge and experience in alumni engagement or related field.
- Excellent attention to detail.
- Strong interpersonal and relationship-building skills.
- Excellent writing and communication skills.
- Good working knowledge of Microsoft Office/similar systems and experience with database systems (Advance, Millennium, Raiser's Edge, etc.).
- Available for evening and weekend work as required.
- Ability to travel domestically.
- Experience with digital platforms and creating digital programming.

Preferred Qualifications:

- Previous experience working with underrepresented communities.
- Knowledge of volunteer management in a higher education or nonprofit setting.
- Strong professional, interpersonal, team, and leadership skills; tact and flexibility in working with a diverse range of alumni.

Assistant Director Alumni Relations
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=269492>

Downloaded On: Dec. 17, 2025 6:11pm

Posted Dec. 17, 2025, set to expire Apr. 29, 2026

Pay Range

Minimum \$54,500.00, Midpoint \$68,100.00, Maximum \$81,700.00

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

,