

Executive Director of Alumni Engagement and Annual  
Giving  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=234420>

Downloaded On: May. 16, 2024 7:23am

Posted Apr. 10, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Executive Director of Alumni Engagement and Annual Giving
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Apr. 10, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Senior Executive Officer Director/Manager
<b>Academic Field(s)</b>	Development/Institutional Advancement Alumni Relations
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20379?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20379?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

In recognition of the opportunity to streamline and strengthen the alignment between the Office of Alumni Engagement and the Tufts Annual Giving team, to improve efficiency and align volunteer engagement activities and outreach, and to develop a unified strategy for a high quality 'Tufts alumni experience,' University Advancement plans to create an Executive Director of Alumni Engagement and Annual Giving position. The Executive Director will be a member of the Advancement Senior Management Team and will report to the Senior Vice President of Advancement.

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### What You'll Do

#### ESSENTIAL FUNCTIONS:

- Provide leadership, management oversight, and strategic guidance for the Alumni Engagement and Annual Giving departments, ensuring seamless collaboration between the two.
- Develop and execute a strategic plan that aligns Alumni Engagement and Annual Giving efforts with Tufts University's overall goals and priorities.
- Strengthen the university's relationship with the Tufts Alumni Council, and partner with the Alumni Council leadership to build an effective volunteer structure that advances the engagement of Tufts alumni.
- Design and implement virtual, hybrid and in person engagement opportunities and educational events for alumni, parents, and supporters around the world, featuring relevant themes and distinguished faculty.
- Collaborate with UA senior directors, deans, unit leaders, and associate deans to synchronize engagement and annual giving strategies across schools and colleges.
- Strengthen relationships with university partners including the Career Center, Admissions, University Communications & Marketing, Athletics, and Campus Life to enhance alumni connectivity.
- Lead, mentor, and inspire a team of approximately 35 colleagues, fostering a culture of transparency, effective communication, and collaboration.
- The Executive Director will have executive responsibility for approximately 35 staff members in Alumni Engagement and Annual Giving, including 4-6 direct reports.

### What We're Looking For

Basic Requirements:

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Knowledge and experience typically acquired by:

- Ten years of relevant work experience in annual giving, alumni engagement, or higher education advancement, with preference given to candidates with 10+ years of experience.
- Demonstrated success in managing effective alumni engagement and annual giving efforts, including measurable increases in participation rates and fundraising goals.
- Commitment to equity, diversity, and inclusion, with the ability to engage with campus leadership and prominent alumni respectfully and effectively.
- Proficiency in modern fundraising and engagement technology, along with familiarity with advancement donor management systems.
- Strong leadership skills, including the ability to build and lead teams, manage volunteers, and collaborate with diverse constituencies.
- Excellent communication and presentation skills, with the ability to articulate the needs and accomplishments of Tufts University to key stakeholders.
- Meticulous attention to detail, superior organizational skills, and the ability to apply sound judgment in all situations.

Preferred Qualifications:

- Knowledge and skills typically acquired through a bachelor's degree and 10+ years of related experience.
- Demonstrated success managing high-level volunteers
- Excellent written and verbal communication skills. Strong interpersonal and organizational skills and demonstrated ability to develop and operationalize strategic plans.
- Demonstrated ability to interact with organizational leadership and high-level volunteers with diplomacy and discretion.

### **Pay Range**

Minimum \$199,300.00, Midpoint \$249,150.00, Maximum \$299,000.00

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.

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**Contact**

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