

Senior Director Development and Alumni Relations  
Cummings Veterinary School  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=234991>

Downloaded On: May. 18, 2024 2:06am

Posted Apr. 22, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Senior Director Development and Alumni Relations Cummings Veterinary School
<b>Department</b>	Advancement/Alumni Relations
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Apr. 22, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Development/Institutional Advancement Alumni Relations
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20411?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20411?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Overview

**Senior Director Development and Alumni Relations  
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Provides strategic leadership to school deans and senior management in development of goals, strategies and priorities for comprehensive fundraising and alumni/constituent relations programs in a school or major unit. Directs prospect qualification, cultivation and solicitation plans through professional fundraising staff. Manages fundraising activities and programs in the areas of major/principal and annual giving, stewardship, gift planning, alumni relations and special events. Manages fundraising and alumni/constituent relations and/or annual giving staff, including making hiring decisions, managing performance and development opportunities, and ensuring proper staffing levels. Leads strategy and activities of volunteer leadership to achieve goals. Oversees budget and productive deployment of resources. Accountable for meeting fundraising goals and managing a portfolio of approximately 65 - 75 prospects depending on management responsibilities.

## **What You'll Do**

### **Essential Functions:**

- Directs and manages prospect identification, cultivation and solicitation plans through professional staff. Manages own portfolio of high capacity/significant donors and major/leadership gifts with approximately 65 - 75 prospects.
- Determines strategic plans and priorities and leads all fundraising and alumni relations activities in a school or major unit.
- Directs and orchestrates all aspects of fundraising programs in collaboration with annual giving, stewardship, corporate and foundation relations, gift planning, alumni relations and special events staff. Builds on and strengthens partnerships with these areas.
- In collaboration with school deans and senior leadership, directs projects, special initiatives and campaign plans for school or unit.  
Reports and presents status of goals and objectives to school deans and senior leadership.
- Develops, implements and approves marketing and communications strategies and plans in collaboration with school and division leadership and university relations. Reviews progress and approves changes to strategies.
- Manages fundraising and alumni relations staff including making hiring decisions, providing training and development opportunities, evaluating performance and ensuring proper staffing levels for school or unit.
- Oversees fundraising progress and monitors metrics for staff and holds staff accountable for progress against goals/metrics.
- Serves as member of overall leadership team for school or unit.
- May direct advancement strategy of Advisory Board and other volunteer leadership groups, and may serve as member of Dean's leadership team.
- Manages budget to maximize productivity toward goals.

## **What We're Looking For**

### **Basic Requirements:**

- Knowledge & Skills as Typically Acquired Through Bachelor's Degree

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- 10+ years of Related Experience
- Extensive knowledge and experience in a leadership role in philanthropy
- Expert interpersonal and relationship building skills
- Excellent verbal, written and presentation skills
- Proven track record of structuring proposals and securing major/leadership gifts in complex higher education environment
- Demonstrated experience in managing professional fundraising teams

### **Pay Range**

Minimum \$149,800.00, Midpoint \$187,250.00, Maximum \$224,700.00

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**

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