Assistant Director of Stewardship and Donor Relations

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Type: Full-Time
Salary: $60,000 - $90,100 per year
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Category: Development and Fundraising
Overview

The Tufts University Advancement Division (UA) is a comprehensive development and alumni engagement enterprise with a staff of approximately 200 FTEs. Functional units within UA include development/fundraising, alumni engagement, stewardship and donor relations, special events, gift processing, research and prospect management, gift planning, corporate and foundation relations, and information systems and management. UA's mission is to build strong, lifelong relationships with Tufts University's constituents, match donors' interests with the university's needs and priorities, and secure the financial resources necessary for Tufts to achieve excellence in teaching, research, and scholarship.

Tufts University Office of Donor Relations and Stewardship establishes stewardship and donor relations programs and develops protocols across the university for acknowledging, recognizing, celebrating, and communicating with donors about the impact of their giving to Tufts. The team supports the creation of meaningful gifts that support the University’s priorities today and for future generations

What You'll Do

The Assistant Director of Donor Relations reports to the Senior Associate Director, Donor Relations and is responsible for major donor stewardship activities for the School of Arts and Sciences and the School of Engineering. The Assistant Director will work closely with the development officers at both of the schools to provide customized stewardship experiences for major donors. Additionally, the Assistant Director will work with the Senior Associate Director on donor recognition events and activities and assist with the management of named space opportunities on campus.

Primary responsibilities include:

- Collaborating with development officers to identify, recommend, and execute projects to steward the schools' major gift donors
- Counsel development officers on how to communicate to donors in the stewardship cycle
- Produce personalized stewardship reports, customized emails, and campus meetings to and for major gift donors
- Develop effective methods for gathering content from faculty, deans, students and program administrators, facilitating impact reports and preparing them for delivery
- Work with the Senior Associate Director on donor recognition opportunities in new and existing spaces on the Medford campus; assist with the coordination of plaques and related signage with outside vendors and internal departments as necessary.

What We're Looking For

Please include a cover letter with your application.

Basic Requirements:

- 3+ years of professional experience with a strong focus on donor relations and writing, preferably in higher education or nonprofit organizations.
- Bachelor's degree or equivalent years of relevant experience.
- Proficiency in the Microsoft suite of programs is required.
- Excellent writing and proofreading skills are required. Candidates must have a strong customer service orientation and be extremely detail-oriented.
- Must be able to work collaboratively, organize, manage and prioritize multiple projects while meeting defined deadlines.
- Excellent interpersonal and communication skills required.
- Ability to use basic design platforms, such as Canva, to produce stewardship reports is preferred.
- Proficiency in AI platforms such as ChatGPT, Microsoft Copilot and AI-powered CRM tools for content generation is preferred.
- Must be poised and able to interact and respond appropriately to donors and senior officers in an academic setting, as well as interact with university staff and administrators at all levels.

Pay Range

Minimum $60,000.00, Midpoint $75,000.00, Maximum $90,100.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Tufts is an Affirmative Action/Equal Opportunity Employer and actively seeks candidates from diverse backgrounds.

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