Associate Director Gift Agreements

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Type: Full-Time
Salary: Minimum $72,500.00, Midpoint $90,700.00, Maximum $108,900.00
Posted: Today
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's Office of Donor Relations & 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 Associate Director, Gift Agreements reports to the Senior Director, Donor Relations & Stewardship and is responsible for managing gift agreement development and related policies and procedures. The Associate Director creates gift agreements to ensure that the donors' and University's wishes are met and to provide clear and flexible guidance for those who will administer the funds going forward.

Primary responsibilities include:

- Create individual gift agreements and related documentation by drafting, proofreading, and tracking for contributions across the University.
- Serve as the initial and primary point of contact with development officers to successfully create new gift agreements, administrative documents, memoranda of understanding, and other documents supporting new gifts to the University, ensuring compliance with internal policies and applicable laws and regulations.

- Innovatively leverage technology to design and implement streamlined, accurate workflows for initiating, drafting, reviewing, and tracking gift agreements, supporting Advancement-wide initiatives to accelerate and increase gift activity.
- Understand different gift vehicles and types to successfully structure gift agreements that best align with the gift logistics and intent.
- Create clear and concise gift agreements that thoughtfully and strategically balance the donor's wishes with the University's needs and which comply with federal, state, and University guidelines.
- Manage and coordinate responses to inquiries regarding gift agreements from development officers.
- Research best practices, peer institutions, market/economic conditions, and government rules and regulations and recommend changes and enhancements to improve administrative effectiveness, services, and/or resources.
- Ensure that all gift agreements include language consistent with current laws as well as University policies and practices.
- Manage electronic and physical files in coordination with Gift Acceptance & Administration.
- Maintain training documents for development officers regarding the establishment of new gift agreements.
- Research and resolve stewardship compliance issues

What We're Looking For

Please include a cover letter with your application.

Basic Requirements:

- Knowledge and skills typically acquired through a bachelor's degree.
- 5+ years of professional experience with a strong focus on legal and/or technical writing, preferably in a fundraising environment
- Proficiency in Microsoft Suite is required.

  Excellent written and oral communications, including ability to copy-edit and proofread, are also required.

- Proficiency in AI platforms such as ChatGPT, Microsoft Copilot and AI-powered CRM tools for content generation and workflow automation is preferred.
- 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.

Must be able to work independently and to manage highly complex processes for a high-quality product and able to problem-solve, communicate effectively and professionally, to work well under deadlines, and to collaborate in a team environment.

- Experience working with complicated legal, financial, and administrative issues, preferably in a fundraising environment.
- Must be poised and able to interact and respond appropriately to senior officers in an academic setting, as well as interact with university staff and administrators at all levels.

Pay Range

Minimum $72,500.00, Midpoint $90,700.00, Maximum $108,900.00

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.