

**Employer/Funding Source:** UB Foundation Activities, Inc.

**Title of Position:** Associate Director of Advancement

**Department:** School of Architecture and Planning

**Division:** University Advancement

**Supervisor:** Senior Director of Advancement, School of Engineering and Applied Sciences

**Date:** September 2022

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### **University at Buffalo**

The University at Buffalo, a flagship university of the State University of New York (SUNY) system, is a research-intensive public university dedicated to academic excellence and making a positive impact on the world. As a member of the prestigious American Association of Universities (AAU), UB is recognized as one of the leading research universities in the world, while remaining affordable for many first-generation students. Home to more than 31,000 students from diverse backgrounds, UB offers exceptional student experiences inside and outside the classroom. By attracting the world's best faculty and students, UB elevates the educational experience, brings an influx of national and global talent to Western New York, secures federal investments in academic research that tackles pressing societal problems, and catalyzes growth and innovation across business and industry. Here, students and faculty work side by side, seeking knowledge and practice that leads to better health, stronger buildings, more compassionate and just communities, innovative ways to teach, a more sustainable environment and smarter business practices for our world.

### **Division of University Advancement**

Building stronger connections with UB's 280,000+ alumni and donors worldwide is critical to the university's goal: to situate UB among the nation's top 25 public research universities. UB alumni and friends are grateful and generous, supporting the largest, most ambitious fundraising campaign the university has ever launched. Through the *Boldly Buffalo: The Campaign for UB*, we seek to raise \$1 billion. We invite you to join our University Advancement team and be part of our historic efforts.

### **Position Overview**

Under the general leadership of the University at Buffalo's Senior Associate Vice President for Advancement, the Associate Director of Advancement, School of Architecture and Planning, will play an integral role in a comprehensive advancement program, geared to successfully meet the University's goals for short and long-term private support. Duties and assignments include, but are not limited to, identifying, cultivating, soliciting, and stewarding constituents capable of making major gifts of \$50,000 or more. The Associate Director will be tasked with developing, strengthening, and growing a full pipeline of prospects across the full spectrum of stage development, ranging from discovery through stewardship.

This position is an exciting and challenging opportunity for a highly motivated and goal-oriented professional who is adeptly skilled at balancing the art of relationship building with the rigor of a metrics based higher education fundraising program in one of the nation's most complex and best ranked public

universities. The Associate Director will join a team of individuals who are focused on ensuring sustainable philanthropic growth commensurate with the needs of the School of Architecture and Planning by engaging alumni and friends, soliciting prospects and stewarding donors in a professional and collaborative manner.

Desired candidates are those that seek a challenging and results-oriented opportunity within a complex, diverse and multidisciplinary organization. Candidates with a strong track record of goal-achievement, a passion for higher education and research, and who are intellectually curious about the social and community impact of higher education and its constituent's philanthropic passions are encouraged to apply.

### **Duties and Responsibilities**

#### **80% of activity**

- Works closely with the Senior Director, School of Engineering and Applied Sciences, and colleagues in the Division of University Advancement, as well as the dean, faculty, and key volunteers to pursue a coordinated and strategic program of cultivation, solicitation and stewardship of major gift prospects and donors for the School of Architecture and Planning.
- Develops and manages a donor/prospect portfolio of individuals capable of making gifts of \$50,000+ including individuals in early-stage cultivation and/or with whom the university has little to no relationship.
- Meet or exceed expectations for annual performance metrics including number of visits and solicitations presented and closed.
- Document contacts and strategies through the use of the prospect tracking module of the Advance Web system, the in-house database for gift recording/reporting and all donor/prospect information.
- Adhere to the policies and procedures for accepting, recording and acknowledging gifts.

#### **20% of Activity**

- Participates as a full member of the University Advancement team, attending full staff meetings, gift officer meetings, professional development activities, and other staff meetings as appropriate.
- Supports and contributes to strategic operating plans for the School of Architecture and Planning as directed by the Senior Director; establishes coordinated goals and implements programs to meet goals, and development policies and priorities.
- Works closely with the Dean, the Dean's leadership team and the Dean's Advisory Council to contribute to the growth and advancement of the school.
- Recruits and manages volunteers when appropriate.
- Participates in School of Architecture and Planning and university events to cultivate relationships with donors, prospects, key volunteers, and all internal partners.
- Pursues professional growth activities with the approval and support of the Senior Director.
- Other activities as assigned by the Senior Director.

### **Reporting Relationships**

The Associate Director reports to the Senior Director of Advancement, School of Engineering and Applied Sciences, and works closely with the Dean of the School of Architecture and Planning. The Associate Director works collaboratively with other advancement professionals and the faculty and staff in the School of Architecture and Planning to maximize the fund-development potential of the School.

**Functional:**

Within the Division of University Advancement, the Associate Director works closely with the Senior Director and in turn, the Senior Executive Director of Advancement for the School of Engineering and Applied Sciences. The Associate Director collaborates with partners in Corporate and Foundation Relations, Planned Giving, Annual Giving, Donor Relations and Stewardship, Alumni Engagement, Donor and Alumni Communications, and Prospect Research. The Associate Director will develop and maintain strong working relationships with donors, prospects, key volunteers, and all internal partners.

**Key Qualities for Successful Fundraising**

The Associate Director must be results-oriented with professional characteristics that include leadership, commitment to confidentiality, flexibility, team-orientation, organized with an attention to detail, high-energy, optimism, and unquestioned professionalism. The Associate Director will be adept at strategically guiding philanthropic conversations and developing and stewarding philanthropic relationships. The Associate Director must have the ability to use digital technologies in all aspects of the role; information, communication, and basic problem-solving skills, and be data centric in their approach to achieving success. The Associate Director also must be able to articulate the mission and goals of a public institution of higher education.

**Minimum Qualifications:**

- Bachelor's degree
- A minimum of three years in a fund-development role, with demonstrated success in goal-achievement, planning and personal solicitation. Related experience in professional sales/marketing, financial planning/advising and other fields will be considered.
- Proven track record of individual success in achieving high-level measurable goals.
- Strong problem solving and oral and written communication skills.
- Demonstrated commitment to collaboration.
- Ability to work well both independently and collectively with other team members and in managing multiple highly visible projects and priorities.
- Excellent interpersonal skills, including the ability to listen and interact effectively with donors or high-level volunteers.
- Ability to travel up to 50% of the time, which includes local and regional visits, and work evenings and occasional weekends.

***The University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities. The University is dedicated to the goal of building a culturally diverse and pluralistic University community committed to teaching and working in a multicultural environment.***

**UB offers highly competitive salary and benefit packages for its advancement staff.**