



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

**Title of Position:** Gift Officer

**FTE:** .5

**Department:** University Libraries

**Division:** Philanthropy and Alumni Engagement

**Supervisor of Position:** Associate Vice President for Individual and Planned Giving

**Date:** January 2017

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### **University Overview**

UB is a premier, research-intensive public university known for its academic excellence. Driven by our vision—UB 2020—to be counted among the nation’s leading and most distinctive public research universities, a new University at Buffalo is emerging. Building strong connections with our alumni and donors worldwide is critical to our success; the Division of Philanthropy and Alumni Engagement is leading the effort. We are creating a new UB environment that broadens opportunities for alumni engagement, capitalizes on positive student experiences and builds philanthropic support for the university.

The University Libraries are in the midst of exciting transformations to ensure that its collections, services and programs anticipate and meet the changing needs of its users – students, faculty and community members at and beyond UB. Higher education institutions and academic libraries are in an era of unprecedented change created by public demands for accountability, financial challenges and the tremendous power of digital information to transform research, learning and teaching.

### **Position Summary**

Under the general leadership of the University at Buffalo’s Vice President for Philanthropy and Alumni Engagement, the Gift Officer will be responsible for raising private gifts for the Libraries as part of the university’s overall fundraising program. This part-time position is an exciting and challenging opportunity for a highly motivated, energetic fundraising professional who is eager to help assess and drive the evolution of the fundraising programs in this unique and dynamic unit.

The Gift Officer’s primary responsibility is to identify, cultivate, solicit and steward prospects and donors capable of making gifts of \$25,000-\$999,999, including those in the early stage of cultivation and/or with whom the university has little to no relationship. As prospects with the capacity and inclination to make principal gifts are identified, the Gift Officer also may cultivate, solicit and steward these potential donors in collaboration with university principal gift officers.

## **Duties and Responsibilities**

### **80% of activity**

- Works closely with the Associate Vice President for Individual and Planned Giving, the Vice Provost for University Libraries, and colleagues in the Division of Philanthropy and Alumni Engagement, as well as faculty and key volunteers to pursue a coordinated and strategic program of cultivation, solicitation and stewardship of annual leadership and major gift prospects and donors for the Libraries.
- Becomes fully knowledgeable about the academic and administrative priorities of the Libraries as they relate to constituent involvement and philanthropy. Focuses efforts on projects within these defined priorities.
- In collaboration with the Office of Annual Giving, devises and implements strategies for annual leadership gifts to both increase annual giving to the Libraries and to develop a strong pipeline of consistent donors. Serves as the primary point of contact with the Office of Annual Giving on strategies and annual fund-development efforts.
- Develops and manages a donor/prospect portfolio of 50-75 individuals capable of making gifts of \$25,000-\$999,999, including individuals in early stage cultivation and/or with whom the university has little to no relationship.
- Produces, implements, and manages strategic operating plans as assigned by the Associate Vice President and in collaboration with the Vice Provost for University Libraries.
- Documents contacts and strategies through the prospect tracking module of the Advance Web system, the in-house database for gift recording/reporting and all donor/prospect information. Adheres to the policies and procedures for accepting, recording and acknowledging gifts.

### **20% of Activity**

- Works with individual department directors to ensure maximum use of centralized systems and services in the areas of annual giving, corporate/foundation giving, donor relations and stewardship, communications and prospect research in support of the Libraries fundraising priorities.
- Participates as a full member of the university philanthropy team, attending gift officer meetings, professional development activities, and other staff meetings as appropriate. Additionally, participates, as appropriate, on the communication and administrative teams of the University Libraries.
- Collaborates with Libraries colleagues on strategies for events, social media, web and print communications, to best support donor and prospect engagement.
- Participates in Libraries 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 Associate Vice President.

### **Reporting Relationships**

The Major Gift Officer reports to, and works closely with, the Associate Vice President for Individual and Planned Giving. The Gift Officer also works closely with and in support of the Vice Provost's goals and fundraising objectives for the University Libraries.

### **Functional:**

Within the Division of Philanthropy and Alumni Engagement, the Gift Officer works closely with other school and unit-based fundraising staff and collaborates with partners in Corporate and Foundation Relations, Planned Giving, Operations, Annual Giving Donor Relations and Stewardship, Alumni Engagement, Donor and Alumni Communications, and Prospect Research. The Gift Officer will develop and maintain strong working relationships with donors, prospects, key volunteers, and all internal partners.

### **Key Qualities for Successful Fundraising**

The Gift Officer must be results-oriented with personal characteristics that include leadership, commitment to confidentiality, diplomacy, flexibility, sense of humor, team-orientation, attention to detail, organization, and sensitivity to the stewardship of long-term relationships. The Gift Officer also must be able to articulate the mission and goals of a public institution of higher education.

### **Qualifications**

Required:

- Bachelor's degree
- Demonstrated success in goal-achievement in a fund-development role. Related experiences in sales/marketing, financial planning and other fields will be considered.
- Excellent written and oral communication skills.
- Ability to travel, including local and regional visits, and work evenings and occasional weekends.

Preferred:

- Master's degree
- A minimum of three to five years major and/or planned giving experience, including program planning and personal solicitation
- Experience and success in engaging volunteer partners (such as academic leaders and faculty) in the development of meaningful and productive relationships with prospects and donors.
- Familiarity with and success in a complex environment like that of a public university.

**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.**

**Salary: \$30,000-\$35,000. UB offers highly competitive salary and benefit packages for its philanthropy staff.**

**For more job information and directions on how to apply, please visit our website at: <https://www.ubjobs.buffalo.edu>. Only applications received through UB Jobs will be considered.**

**Posting # U1700015**

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