

Employer/Funding Source: UB Foundation Activities, Inc.

Title of Position: Major Gift Officer

Department: College of Arts and Sciences

Division: Philanthropy and Alumni Engagement

Supervisor of Position: Associate Dean and Senior Director of Philanthropy and Alumni Engagement

Date: January 2017

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 College of Arts and Sciences is the largest and most diverse academic unit at the University at Buffalo. The College includes some 450 faculty members and 220 staff members, and is home to approximately 6,000 majors (undergraduate and graduate) and several thousand intended majors. Comprised of 25 departments, 16 programs and 23 centers, the College teaches about 350,000 credit hours each year, including two-thirds of all undergraduate credit hours at UB. But more than numbers, College faculty are internationally known scholars. They compose music, write books, discover new materials and explain the mysteries of human behavior. College students work in laboratories, perform on stage and work to improve their communities.

Position Summary

Under the general leadership of the University at Buffalo’s Vice President for Philanthropy and Alumni Engagement, the Major Gift Officer is charged with raising private gifts for the university as part of the university’s overall fundraising program. This position is an exciting and challenging opportunity for a highly motivated, energetic fundraising professional who is eager to participate in the evolution of the fundraising programs at the University at Buffalo. The Major Gift Officer will spend significant time identifying and cultivating potential new donors and nurturing existing relationships with alumni and friends of the university.

The Major Gift Officer will join a team of professionals who are focused on ensuring sustainable philanthropic growth commensurate with the needs of the College of Arts and Sciences, the Honors College, University Libraries, and the University Academies by engaging alumni and friends, developing long-term relationships, and soliciting prospects in a professional and collaborative manner.

Reporting to the Associate Dean and Senior Director of Philanthropy and Alumni Engagement (the Associate Dean), the Major Gift Officer’s primary responsibility is to identify, cultivate, solicit and steward gift prospects and donors capable of making gifts of \$50,000-\$999,000, including those in early stage

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 Major Gift Officer also may cultivate, solicit and steward these potential donors in collaboration with the Associate Dean and other university gift officers.

Duties and Responsibilities

80% of Activity

- Works closely with the Associate Dean, as well as other staff members, faculty, and key volunteers to pursue a coordinated and strategic program of cultivation, solicitation and stewardship of annual, major and principal gift prospects and donors for the College of Arts and Sciences, the Honors College, University Libraries, and the University Academies.
- Develops and manages a donor/prospect portfolio of 100-150 individuals capable of making gifts of \$50,000-\$999,000, 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 Associate Dean.
- 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

- Participates as a full member of the university philanthropy team, attending gift officer meetings, professional development activities, and other staff meetings as appropriate.
- Supports strategic operating plans for the College of Arts and Sciences, the Honors College, University Libraries, and the University Academies as directed by the Associate; establishes coordinated goals and implements programs to meet goals, and philanthropy and alumni engagement policies and priorities.
- Provides staff support for Dean's Advisory Council on philanthropy-related issues, as requested.
- Recruits and manages volunteers when appropriate.
- Participates in 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 Dean.

Reporting Relationships

The Major Gift Officer reports to the Associate Dean and Senior Director of Philanthropy and Alumni Engagement and works collaboratively with other professionals and staff to maximize the philanthropic potential of UB's schools and programs.

Functional:

The Major Gift Officer works closely with colleagues in the College of Arts and Sciences, the Honors College, University Libraries, the University Academies, and with other school and unit-based philanthropy staff and 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 Major Gift Officer will develop and maintain strong working relationships with donors, prospects, key volunteers, and all internal partners, including faculty and staff.

Key Qualities for Successful Fundraising

The Major 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 incumbent also must be able to articulate the mission and goals of a public institution of higher education. Ability to travel up to 50% of the time, including local and regional visits, and work evenings and occasional weekends is essential.

Required Qualifications:

- Bachelor's degree;
- A minimum of three to five years of fundraising experience, including program planning and personal solicitation; excellent written and oral communication skills; negotiation skills; proven success in goal achievement for operating, capital, or endowment fund development; ability to deal with complex concepts and ambiguity;
- Demonstrated commitment to collaboration and leading collaboration. The 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 and high-level volunteers;
- Ability to travel up to 50% of the time, including local and regional visits, and work evenings and occasional weekends.

Preferred Qualifications:

- Fundraising experience at a higher education institution;
- Demonstrated experience in engaging volunteer partners (like academic leaders and faculty) in the development of meaningful and productive relationships with prospects and donors;
- Familiarity with and success in the complex environment 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: Commensurate with experience. 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 # 1700098

- **Quick link to apply: <https://www.ubjobs.buffalo.edu/applicants/Central?quickFind=59738>**