



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

**Title of Position:** Major Gift Officer

**Department:** School of Engineering and Applied Sciences

**Division:** Philanthropy and Alumni Engagement

**Supervisor of Position:** Assistant Dean and Director of Philanthropy and Alumni Engagement

**Date:** March 2017

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### **University Overview**

UB is a premier, research-intensive public university known for 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.

### **Position Summary**

Under the general leadership of the University at Buffalo’s Vice President for Philanthropy and Alumni Engagement, the Major Gift Officer will be responsible for raising private gifts for the School of Engineering and Applied Sciences as part of the university’s overall fundraising program. The School of Engineering and Applied Sciences is New York’s largest and most comprehensive public school of engineering, and is known globally for its world-class research.

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 School of Engineering and Applied Sciences by engaging alumni and friends, soliciting prospects and stewarding donors in a professional and collaborative manner.

Reporting to the Assistant Dean and Director of Philanthropy and Alumni Engagement “Assistant Dean” for the School of Engineering and Applied Sciences, the Major Gift Officer’s primary responsibility is to identify and engage major gift prospects and donors capable of making gifts of \$50,000-\$999,999, including individuals 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 Assistant Dean for the School of Engineering and Applied Sciences and other university gift officers.

### **Duties and Responsibilities**

80% of activity

- Works closely with the Assistant Dean and Director of Philanthropy and Alumni Engagement for the School of Engineering and Applied Sciences and colleagues in the Division of Philanthropy and Alumni Engagement, as well as the dean, faculty, and key volunteers to pursue a coordinated and strategic program of cultivation, solicitation and stewardship of principal and major gift prospects and donors for the School of Engineering and Applied Sciences.
- Develops and manages a donor/prospect portfolio of 100-150 individuals capable of making gifts of \$50,000-\$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 Assistant Dean.
- Documents contacts and strategies through the prospect tracking module of the AWA 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 School of Engineering and Applied Sciences as directed by the Assistant Dean; establishes coordinated goals and implements programs to meet goals, and development policies and priorities.
- Provides staff support for Dean's Advisory Council and additional school departmental councils on development-related issues, as requested.
- Recruits and manages volunteers when appropriate.
- Participates in School of Engineering and Applied Sciences 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 Assistant Dean.

### **Reporting Relationships**

The Major Gift Officer reports to the Assistant Dean and Director of Philanthropy and Alumni Engagement for the School of Engineering and Applied Sciences and works collaboratively with other professionals and staff to maximize the philanthropic potential of UB's schools and programs.

### **Functional:**

Within the Division of Philanthropy and Alumni Engagement, the Major Gift Officer works closely with colleagues in the School of Engineering and Applied Sciences, and with other school and unit-based gift officers and collaborates with partners in Corporate and Foundation Relations, Gift Planning, Annual

Giving, Donor Relations and Stewardship, Alumni Engagement, Donor and Alumni Communications and Prospect Research.

**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 Major Gift Officer 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 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, and 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 and mature judgment;
- 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:**

- Master's degree;
- Fundraising experience at a higher education institution;
- Demonstrated experience in engaging academic leaders, faculty and volunteer partners 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 # U1700016**

**Quick link to apply: <http://www.ubjobs.buffalo.edu/postings/5877>**