

Employer/Funding Source: UB Foundation, Inc.

Title of Position: Philanthropy Associate

Department: Jacobs School of Medicine and Biomedical Sciences

Division: Philanthropy and Alumni Engagement (PAE)

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

Date: May 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 (PAE) 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.

As envisioned by [UB 2020](#), the Jacobs School of Medicine and Biomedical Sciences is a key player in a region-wide effort to establish an academic medical campus in downtown Buffalo. Under this plan, the school has embarked on a \$200 million comprehensive campaign to build a new state-of-the-art medical school building and strengthen its leadership in education, research and clinical care. Slated to open its doors in January 2018, the relocated medical school is the cornerstone project of the region’s first and only academic medical center and is a driving force behind advanced health care delivery in the area.

SUMMARY

The Philanthropy Associate reports to the Assistant Dean and Senior Director of Philanthropy and Alumni Engagement for the Jacobs School of Medicine and Biomedical Sciences (JSMBS) and is responsible for coordinating donor engagement and fundraising activities for the school relating to the areas of communications, stewardship and recognition, annual giving and campaign initiatives.

DUTIES AND RESPONSIBILITIES

- Collaborates with the Office of Donor and Alumni Communications and Web Services to manage JSMBS philanthropy and alumni webpages and social media sites.
- Collaborates with communications colleagues in PAE to produce a variety of written materials, including donor gift proposals, stewardship reports, and other donor-specific communications.
- Works closely with JSMBS departments to ensure scholarships, awards and other restricted gifts are dispersed in a timely manner and in accordance with criteria established by the donor(s).

- Coordinates individual donor stewardship opportunities and special donor-student interactions, including: campus visits and attendance at commencement, honors convocation and white coat ceremony.
- With Donor Relations and Stewardship (DR&S) maintains and coordinates an inventory of stewardship gift items and specialty stationary supplies, serves as TAG day liaison, and coordinates annual “thank-a-thon” events.
- With DR&S, manages annual leadership and major gift acknowledgements.
- Coordinates and manages philanthropy-related mailings and special projects, i.e. National Doctor’s Day solicitation, department-specific mailings, holiday cards and other annual appeals.
- With the office of Graduate Medical Education, coordinates Mini Medical School outreach and solicitations, including all aspects of event preparation and day-of event duties.
- Other duties as assigned.

Reporting Relationships

Supervisory:

The Philanthropy Associate reports to the Assistant Dean and Senior Director of Philanthropy and Alumni Engagement for the Jacobs School of Medicine and Biomedical Sciences.

Functional:

Within the Division of Philanthropy and Alumni Engagement, the Philanthropy Associate collaborates with colleagues in JSMBBS, Donor Relations and Stewardship, Alumni Engagement, Donor and Alumni Communications and Prospect Research. The Philanthropy Associate will develop and maintain strong working relationships with donors, prospects, key volunteers, and all internal partners, including faculty and staff.

EXPERIENCE

Required:

- Bachelor’s Degree
- 3-5 years progressive experience in an office environment requiring multi-tasking skills to effectively complete assignments.
- Skilled in building and managing webpages and utilizing other social media mediums.
- Strong organizational skills and the ability to work independently.
- Commitment to confidentiality and attention to detail a must.
- Excellent written and verbal communication skills.
- Strong project management skills.
- Proficient in all areas of MS Office Suite. Experience working independently under general direction.

Preferred:

- Experience in a college or university setting.
- Familiarity with fundraising terms and processes.

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: \$40,000-\$50,000. 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 # U1700027

Quick link to apply: <http://www.ubjobs.buffalo.edu/postings/9416>