

Employer/Funding Source: UB Foundation Activities, Inc.

Title of Position: Associate Director of Advancement

Department: School of Pharmacy and Pharmaceutical Sciences

Division: University Advancement

Supervisor of Position: Assistant Dean and Senior Director of Advancement

Date: April 2018

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 University Advancement 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 University Advancement, the Associate Director of Advancement (the Associate Director) is charged with raising private gifts for the School of Pharmacy and Pharmaceutical Sciences as part of the university’s overall fundraising program. The UB School of Pharmacy and Pharmaceutical Sciences is ranked among the top pharmacy schools in the United States and considered one of the most prestigious.

This position is an exciting and challenging opportunity for a highly motivated, energetic professional who is eager to participate in the evolution of the fundraising programs at the University at Buffalo. The Associate Director will spend significant time identifying and cultivating potential new donors and nurturing existing relationships with alumni and friends of the university.

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

Reporting to the Assistant Dean and Senior Director of Advancement, the Associate Director’s primary responsibility is to identify and engage gift prospects and donors capable of making gifts of \$25,000-\$100,000, 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 annual and major gifts are identified, the Associate Director also may cultivate, solicit and steward these potential donors in collaboration with the Assistant Dean and Senior Director and other university gift officers.

Duties and Responsibilities

80% of Activity

- Works closely with the Assistant Dean and Senior Director of Advancement for the School of Pharmacy and Pharmaceutical Sciences, as well as other staff members, faculty, and key volunteers to pursue a coordinated and strategic program of identification, cultivation, solicitation and stewardship of annual and major gift prospects and donors for the School of Pharmacy and Pharmaceutical Sciences.
- Develops and manages a donor/prospect portfolio of 100-150 individuals capable of making gifts of \$25,000-\$100,000, including individuals in early stage engagement and/or with whom the university has little to no relationship.
- In collaboration with the Annual Giving team, provides oversight for the leadership annual and reunion giving program including: managing the annual solicitation, recruiting volunteer leadership and providing relevant engagement and stewardship.
- Produces, implements, and manages strategic operating plans as assigned by Assistant Dean and Senior Director.
- 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 advancement team, attending gift officer meetings, professional development activities, and other staff meetings as appropriate.
- Supports strategic operating plans for the School of Pharmacy and Pharmaceutical Sciences as directed by the Assistant Dean and Senior Director; establishes coordinated goals and implements programs to meet goals, university advancement policies and priorities.
- Provides staff support for Dean's Advisory Council on advancement-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 Assistant Dean and Senior Director.

Reporting Relationships

The Associate Director of Advancement reports to the Assistant Dean and Senior Director of Advancement for the School of Pharmacy and Pharmaceutical 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 University Advancement, the Associate Director works closely with colleagues in the School of Pharmacy and Pharmaceutical Sciences and with other school and unit-based advancement 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 Associate Director 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 Associate Director 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.

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.
- Experience making cold calls.
- 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.

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 a complex environment such as 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.

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 # U1800028

Quick link to apply: <http://www.ubjobs.buffalo.edu/postings/13876>