

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

**Title of Position:** Assistant Dean and Sr. Director of Philanthropy

**Department:** Office of Philanthropy, School of Management

**Division:** Philanthropy and Alumni Engagement

**Supervisor of Position**

**Title:** Senior Associate Vice President for Philanthropy and Campaign Co-Director

**Date:** January 2018

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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.

Since 1923, the UB School of Management has built an impressive reputation as one of the best schools of business in the world. The comprehensive range of the academic portfolio, the expertise of the faculty and the worldwide success of UB’s graduates are the primary reasons for the school’s acclaim.

In an increasingly global business environment, the diversity of UB’s programs and international reputation help ensure that the School of Management degree is a credential that opens doors for graduates at any business anywhere in the world.

**Position Overview**

The Assistant Dean and Sr. Director of Philanthropy (“Assistant Dean”) is responsible for leading a comprehensive fundraising program for the School of Management in support of school and campaign priorities. The Assistant Dean also is responsible for working closely with the Senior Associate Vice President for Philanthropy and Campaign Co-Director (“Senior Associate Vice President”) and the Dean of the School of Management (“Dean”) as well as key faculty in identifying, cultivating, soliciting and stewarding prospects and donors capable of making gifts and commitments in the six- and seven-figure range.

Consistent with the university’s interdisciplinary strategic plan UB2020, the Assistant Dean will communicate the needs and priorities of the School of Management to philanthropy professionals across the university and will work with them to encourage gifts to the School. Likewise the Assistant Dean will be alert to and pursue fundraising opportunities for university priorities outside the School of Management as appropriate to facilitate donor interests.

## **Duties and Responsibilities**

### **80% of Activity**

- Works closely with the Senior Associate Vice President, the Dean and school administration, faculty, and key volunteers to pursue a coordinated and strategic program of cultivation, solicitation and stewardship of principal and major gift prospects and donors on behalf of the School of Management.
- Manages a principal and major gift prospect portfolio of between 50-75 qualified prospects including primarily those top prospects requiring attention from the President, Dean and department chairs.
- Executes approximately 100 substantive contacts and 30 discovery visits per year with at least half being personal, direct contact. The incumbent must be able to travel up to 50% of the time, including overnight and occasional weekends.
- Documents contacts and strategies through the use of 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.
- Produces, implements and manages strategic and comprehensive operating plans in areas of responsibility as assigned by the Senior Associate Vice President; establishes coordinated goals and implements programs to meet goals in concert with the university, school and philanthropy policies and priorities.

### **20% of Activity**

- Leads comprehensive fundraising program for the School of Management.
- Builds, manages, and leads a high performing team of fundraising professionals. Nurtures and provides counsel on matters relating to fundraising and strategy. Ensures accountability for goals and other performance measure. Evaluates staff members, mentors and coaches, develops a strong sense of teamwork, and establishes an environment of collaboration and donor-centered activity.
- Works with divisional colleagues to ensure maximum use of centralized systems and services in the areas of alumni engagement, annual giving, donor relations and stewardship, communications, IT, and prospect research in support of the School of Management's fundraising priorities.
- Serves as a member of the Deans senior leadership team, contributing to the growth and advancement of the School.
- Participates as a full member of the university philanthropy and alumni engagement team, gift officer meetings, professional development activities, and other staff meetings as appropriate.
- Serves as staff support for the Dean's Advisory Council as it relates to fundraising and campaign issues.
- Pursues professional growth activities with the approval and support of the Senior Associate Vice President.

## **Reporting Relationships**

The Assistant Dean reports to the Senior Associate Vice President for Philanthropy and Campaign Co-Director and works closely with the Dean of the School of Management. The Assistant Dean works collaboratively with other philanthropy professionals and the faculty and staff in the School of Management to maximize the fund-development potential of the School.

### **Supervisory:**

The Assistant Dean supervises a Major Gift Officer, Annual Gift Officer, Philanthropy Coordinator and an administrative assistant.

### **Functional:**

Within the Division of Philanthropy and Alumni Engagement, the Assistant Dean works closely with the Senior Associate Vice President and in turn, the Vice President for Philanthropy and Alumni Engagement. The Assistant Dean 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. The Assistant Dean will develop and maintain strong working relationships with donors, prospects, key volunteers, and all internal partners.

## **Key Qualities for Successful Fundraising**

The incumbent must be results-oriented with professional characteristics that include leadership, commitment to confidentiality, flexibility, team-orientation, attention to detail, and sensitivity to the stewardship of long-term relationships. The incumbent must be able to travel up to 50% of the time.

## **Qualifications**

### **Required:**

- Bachelor's degree
- A minimum of five to seven years major and/or gift fundraising experience, including professional staff management, program planning and personal solicitation. Related experiences in sales/marketing, financial planning and other fields will be considered.
- Excellent written and oral communication skills; negotiation skills; proven success in goal achievement for operating, capital, and endowment fund development.
- Project management experience.
- Familiarity with and success in the complex environment of a large public university.

### **Preferred:**

- Master's degree
- Experience in engaging academic leaders, faculty and volunteer partners in the development of meaningful and productive relationships with prospects and donors.
- Supervisory experience.
- Campaign experience.

**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 # U1800001**

**Quick link to apply: <http://www.ubjobs.buffalo.edu/postings/13028>**