

Employer/Funding Source: State Management Confidential

Title of Position: Senior Associate Vice President for Philanthropy & Campaign Co-Director

Division: Philanthropy and Alumni Engagement

Supervisor of Position: Vice President

Date: January 2018

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.

Position Summary

Under the general leadership of the University at Buffalo’s Vice President for Philanthropy and Alumni Engagement, the Senior Associate Vice President for Philanthropy and Campaign Co-Director (Sr. AVP) is responsible for implementing a philanthropy program that successfully meets university and school/unit goals and contributes to the overall growth of private philanthropy. This position is an exciting and challenging opportunity for a highly motivated, energetic fundraising professional who is eager to help assess and drive the evolution of the fundraising programs at the University at Buffalo.

The Sr. AVP, the second most senior member of the philanthropy and alumni engagement team, is part of the Vice President’s leadership team, and is responsible for working closely with the central fundraising staff, schools, deans, faculties, and other university units in articulating and implementing plans, goals, and activities related to fund-development and the university’s comprehensive campaign. The Sr. AVP also is responsible for establishing standard performance and promotion standards for gift officers, developing a culture of goal achievement and accountability, and leading the annual goal-setting process. A fundraiser, the Sr. AVP also will have responsibility for cultivating, soliciting and stewarding a group of select prospects.

Responsibilities

Leadership and Strategic Planning (60%):

- The Sr. AVP will be the lead on policies and procedures regarding philanthropy including: comprehensive goal setting, prospect management, performance metrics and evaluation;

- Participate as a full member of the leadership team contributing to overall planning and providing fundraising and campaign counsel to senior leadership across the university and within the schools/units; respond to the specific requests of the Vice President for Philanthropy and Alumni Engagement;
- Serve as the Campaign Co-Director in concert with the Associate Vice President for Operations. Primary focus of campaign efforts is around best practice philanthropy efforts;
- Assist in building a greater awareness of the importance of private philanthropy among campus constituencies and external partners;
- Assist the Vice President in building a foundation for substantive and enduring growth in private philanthropy;
- Manage fundraising professionals in concert with the Vice President and academic/unit leadership, provide the essential leadership, mentorship, coaching and guidance to both school and unit-based gift officers (College of Arts and Sciences; School of Management, School of Engineering and Applied Sciences, School of Law, Graduate School of Education, School of Architecture and Planning, Libraries, and Athletics) as well as the centrally organized fundraising programs of planned giving and corporate and foundation relations, to maximize productivity: establish standard performance and promotion standards, develop a culture of goal achievement and accountability, and lead the annual goal-setting process;
- With dotted line reporting – work in close partnership with the Associate Vice President for Health Sciences Philanthropy and the Associate Vice President for Principal Gifts, to ensure consistent implementation, management and evaluation of gift officer performance and promotion standards;
- In concert with the Associate Vice President for Operations, set evaluation criteria and compensation programs, provide adequate professional development opportunities ranging from training to ongoing mentorship and coaching, and collaborate on recruitment of staff; additionally, ensure that Philanthropy and Alumni Engagement central operations are working strategically to advance the university's fundraising efforts;
- Work closely with deans, faculties and other university units to establish fundraising priorities and focus areas;

Fundraising (35%):

- Develop and maintain a select group of principal and major gift prospects to cultivate, solicit and steward on behalf of the University at Buffalo and the schools/units;

Other (5%):

- Assume additional responsibilities and duties as assigned by the Vice President.

Reporting Relationships

Supervisory: The Sr. AVP reports to the Vice President for Philanthropy and Alumni Engagement. The Sr. AVP directly supervises the school and unit-based gift officers as well as the centrally aligned staff in planned giving and corporate and foundation relations. The Sr. AVP has dotted-line reporting responsibilities for the Associate Vice President for Health Sciences Philanthropy and Associate Vice President for Principal Gifts to lead standard implementation of performance and promotion standards.

Functional: The Sr. AVP regularly interacts and collaborates with the members of the leadership team in Philanthropy and Alumni Engagement, including but not limited to heads of Alumni Engagement and Annual Giving, Operations, Principal Gifts, and Health Sciences Development to advance the goals and objectives of the division and to foster a culture of engagement and giving across the university and with external constituencies and partners. The Sr. Associate Vice President also will maintain a working relationship with academic and university leadership, donors, prospects and key volunteers.

Most Complex or Difficult Duties

- Participate as a full member of the leadership team contributing to overall planning and providing fundraising and campaign counsel to senior leadership across the university and within the schools/units; respond to the specific requests of the Vice President for Philanthropy and Alumni Engagement;
- Serve as the Campaign Co-Director in concert with the Associate Vice President for Operations. Primary campaign focus areas include establishing best practice philanthropy efforts and to developing a culture of campaigning and giving in a nascent culture.
- Manage fundraising professionals in concert with the Vice President, Associate Vice President for Health Sciences Philanthropy and Associate Vice President for Principal Gifts and academic/unit leadership, provide the essential leadership, mentorship, coaching and guidance to both school and unit-based gift officers (College of Arts and Sciences; School of Management, School of Engineering and Applied Sciences, School of Law, Graduate School of Education, School of Architecture and Planning, Libraries, and Athletics) as well as the centrally organized fundraising programs of planned giving and corporate and foundation relations, to maximize productivity: establish standard performance and promotion standards, develop a culture of goal achievement and accountability,

Most serious consequences *(In order of importance; list at least three.)*

- Incumbent has access to considerable personal data contained in alumni database as well as access to financial information and personnel records.
- Inaccuracy or breach of confidentiality could result in serious consequences (i.e., alumnus/a no longer supports UB as a volunteer or donor as a result)
- Poor judgment could negatively impact the reputation of the university, the president, the vice president for Philanthropy and Alumni Engagement, individual deans and gift officers

Sensitive or confidential data

The responsibilities of the Sr. AVP require daily handling of records that contain detailed personal and financial data regarding the university's alumni, donors, foundations, faculty and staff. The Sr. AVP has access to a wide range of data not known by most employees of the university. A breach of confidentiality on the part of the Sr. AVP could result in legal ramifications for the university and/or significant lost revenue. The Sr. AVP interacts directly and daily with the university's alumni and potential donors. Any inappropriate behavior or comments reflect on UB and could have significant short and long-term ramifications on the university.

Qualifications

Education

A bachelor's degree is required with an advanced degree preferred.

Professional

- A minimum of 7-10 years working in a professional fundraising capacity, including program planning, staff management, and personal solicitation with a history of success, goal-achievement and increased responsibilities;

- Ability to successfully operate and conduct fundraising activities in a complex environment;
- Familiarity with the environment of higher education;
- Demonstrated ability to relate effectively with internal partners and external volunteers, donors and prospects;
- Demonstrated ability to manage, lead and inspire others; ability to facilitate collaboration;
- A commitment to development and philanthropy as change agents for the fulfillment of institutional mission and vision;
- Excellent written and oral communication skills, analytical and planning skills, a high degree of professionalism and a sensitivity to long-term relationship building and stewardship;
- Experience with planning, launching and executing campaigns in support of specific initiatives or overall strategic objectives.

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 # P1800022

Quick link to apply: <http://www.ubjobs.buffalo.edu/postings/12957>