

Position Title : Associate Director of Advancement, Jacobs School of Medicine and Biomedical Sciences

Organization : University at Buffalo

AFP-WNY Post Date : 9/26/2021

DEADLINE TO APPLY: OPEN

ORGANIZATION SUMMARY

University Overview UB is a premier, research-intensive public university dedicated to academic excellence and making a positive impact on the world. Home to more than 31,000 students, the university is consistently recognized as one of the world's most exceptional and most affordable universities, making it a top choice for students and faculty around the globe. Here, students and faculty work side by side, seeking knowledge that leads to new cures, improved processes, stronger materials, faster computers, smarter software, smaller machines and thousands of other innovations. Building strong connections with our 280,000+ alumni and donors worldwide is critical to fueling UB's future, which includes the aspiration to be situated in the Top 25 of American public universities. Through the \$1 billion Boldly Buffalo campaign, the Division of University Advancement is leading that charge by helping foster a new UB environment that broadens opportunities for alumni engagement, capitalizes on positive student experiences and builds philanthropic support.

POSITION SUMMARY

Under the general leadership of the University at Buffalo's Senior Associate Vice President for Advancement, the Associate Director of Advancement, will play an integral role in a comprehensive advancement program, geared to successfully meet the University's goals for short and long-term private support. Duties and assignments include, but are not limited to, identifying, cultivating, soliciting, and stewarding constituents capable of making major gifts of \$50,000 or more. The Associate Director will be tasked with developing, strengthening and growing a full pipeline of prospects across the full spectrum of stage development, ranging from discovery through stewardship.

This position is an exciting and challenging opportunity for a highly motivated and goal-oriented professional who is adeptly skilled at balancing the art of relationship building with the rigor of a metrics-based higher education fundraising program in one of the nation's most complex and best ranked public universities. The Associate Director will join a team of individuals who are focused on ensuring sustainable philanthropic growth commensurate with the needs of the school they work in support of by engaging alumni and friends, soliciting prospects and stewarding donors in a professional and collaborative manner.

Desired candidates are those that seek a challenging and results-oriented opportunity within a complex, diverse and multidisciplinary organization. Potential candidates with intellectual curiosity, ambition, tenacity and self-motivation, coupled with a passion for the socio-economic impact of higher education on families and communities will be considered with specific interest. Candidates with a strong track record of goal-achievement and an interest in higher education research are encouraged to apply.

JACOBS SCHOOL OF MEDICINE AND BIOMEDICAL SCIENCES

The Jacobs School of Medicine and Biomedical Sciences plays a key role in region-wide efforts to establish an academic medical campus in downtown Buffalo. Supported by an historic comprehensive campaign, a brand new state-of-the-art medical school building opened on the Buffalo Niagara Medical Campus in January 2018. The relocated medical school is the cornerstone of the region's first and only academic medical center and is a driving force behind advanced health care delivery in Western New York.

DUTIES AND RESPONSIBILITIES

80% of Activity

- Develop and manage a donor/prospect portfolio of 100-150 individuals capable of making gifts of \$50,000+ in support of the clinical, research and education missions of the school. Portfolio development will require knowledge of the principles and practices of prospect research, identification and engagement. Initially, significant discovery work is expected as the Associate Director develops their portfolio.
- Design and implement engagement and solicitation plans.
- Seek major gifts from individuals, friends and alumni using established prospect identification, cultivation, solicitation and stewardship methods, working in collaboration with partner university advancement officers in planned giving and principal gifts.
- Maintain a regular schedule of visitation, primarily outside of the Western New York region. The incumbent must be able to travel up to 50% of the time, including overnight and occasional weekends.
- Meet or exceed expectations for annual performance metrics including number of visits (175) and solicitations presented (50) and closed.
- Collaborate with partners at the Jacobs School and within University Advancement as appropriate, on major gift communications, cultivation events, stewardship efforts, and direct appeals.
- Document 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.
- Adhere to the policies and procedures for accepting, recording and acknowledging gifts.

20% of Activity

- Participate as a full member of the University Advancement team, attending full staff meetings, gift officer meetings, divisional events, and other staff meetings as appropriate.
- Support and contribute to strategic operating plans for the Jacobs School as directed by the Executive Director; establish coordinated goals and implement programs to meet goals, and development policies and priorities.
- Provide staff support for school departmental councils on development-related issues, as requested.
- Recruit and manage volunteers when appropriate.
- Participate in Jacobs School and university events to cultivate relationships with donors, prospects, key volunteers, and all internal partners.

- Pursue professional growth activities with the approval and support of the Executive Director.
- Other activities as assigned by the Executive Director.

REPORTING RELATIONSHIPS

The Associate Director reports to the Executive Director of Advancement for the Jacobs School of Medicine and Biomedical 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 Jacobs School of Medicine and Biomedical Sciences and with other school and unit-based gift officers and collaborates with partners in Corporate and Foundation Relations, Planned Giving, Annual Giving, Donor Relations and Stewardship, Alumni Engagement, Advancement Communications, Advancement Services, and Prospect Research.

KEY QUALITIES FOR SUCCESSFUL FUNDRAISING

The Associate Director must be results-oriented with professional characteristics that include leadership, commitment to confidentiality, flexibility, and team-orientation. Additionally, the Associate Director must be organized, detail-oriented, high-energy, optimistic and showcase integrity and professionalism in action. The Associate Director will be adept at strategically guiding philanthropic conversations and developing and stewarding philanthropic relationships. The Associate Director must be adept at using digital technologies in all aspects of the role; information, communication, and basic problem-solving, and be data centric in their approach to achieving success. The Associate Director also must be able to articulate the mission and goals of a public institution of higher education.

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.
- Excellent written and oral communication skills; strong interpersonal skills; an intellectual curiosity; the ability to deal with complex concepts and ambiguity as well as to negotiate conversations/details.
- Technical/digital competence.
- Demonstrated commitment to collaboration as well as the ability to work well both independently and collectively with a diverse team and donor/prospect constituency.
- Excellent judgement, listening skills, and diplomacy.
- Ability to travel up to 50% of the time (primarily beyond the borders of WNY) and to work evenings and on occasional weekends.

The 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 advancement staff.

TO APPLY

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 # U2100056

Quick link to apply: <https://www.ubjobs.buffalo.edu/postings/30714>