

Employer/Funding Source: UB Foundation Activities, Inc.

Title of Position: Director of Advancement

Department: School of Architecture and Planning

Division: University Advancement

Supervisor: Senior Associate Vice President for Advancement

Date: August 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 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 Overview

The Director of Advancement “Director” is responsible for leading a comprehensive fundraising program for the School of Architecture and Planning in support of school and campaign priorities. The Director works closely with the Senior Associate Vice President for Advancement “Senior Associate Vice President” and the Dean of the School of Architecture and Planning “Dean” as well as key faculty of the school 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 Director will communicate the needs and priorities of the School of Architecture and Planning to philanthropy professionals across the university and will work with them to encourage gifts to the school. Likewise the Director will be alert to and pursue fundraising opportunities for university priorities outside the School of Architecture and Planning 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 prospects and donors capable of making six- and seven-figure gifts on behalf of the School of Architecture and Planning.
- Manages a portfolio of 150 qualified prospects and donors including primarily those top prospects requiring attention from the President, Dean and department chairs.

- Executes approximately 133 donor meetings and 10-25 discovery visits per year with at least two-thirds 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 Architecture and Planning.
- Evaluates staff, 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 Architecture and Planning's fundraising priorities.
- Serves as a member of the Dean's senior leadership team, contributing to the growth and advancement of the school.
- Participates as a full member of the University Advancement 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 Director reports to the Senior Associate Vice President for Advancement and works closely with the Dean of the School of Architecture and Planning. The Director works collaboratively with other advancement professionals and the faculty and staff in the School of Architecture and Planning to maximize the fund-development potential of the School.

Supervisory:

The Director supervises an administrative assistant.

Functional:

Within the Division of University Advancement, the Director works closely with the Senior Associate Vice President and in turn, the Vice President for University Advancement. The Director 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

Director will develop and maintain strong working relationships with donors, prospects, key volunteers, and all internal partners.

Key Qualities for Successful Fundraising

The Director must be results-oriented with personal characteristics that include leadership, commitment to confidentiality, diplomacy, flexibility, sense of humor, team-orientation, attention to detail, strategic, persistence, highly-motivated, organized, good listener, 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. 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 of fundraising experience, including 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.

Preferred:

- Master's degree
- Experience in engaging volunteer partners (such as academic leaders, faculty members, and board members) in the development of meaningful and productive relationships with prospects and donors.
- Supervisory experience.
- Campaign experience.
- Familiarity with and success in the complex environment of a large public university.

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.

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 # U1800063

Quick link to apply: <http://www.ubjobs.buffalo.edu/postings/16746>