

Associate Director of Alumni Engagement
University at Buffalo, The State University of New York

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Posted Sep. 3, 2024, set to expire Aug. 4, 2025

Job Title	Associate Director of Alumni Engagement
Department	School of Pharmacy and Pharmaceutical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Alumni Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/52510
Apply By Email	
Job Description	

Position Summary

The [School of Pharmacy & Pharmaceutical Sciences \(SPPS\)](#) is seeking an **Associate Director of the Alumni Engagement**. The Associate Director plays a crucial role in advancing both the SPPS and University's mission by spearheading initiatives to strengthen and expand our alumni network. Working closely with the SPPS senior leadership team as well as UB's Division of University Advancement, this position will develop and implement strategies to enhance SPPS alumni involvement. Reporting to the Dean of the School of Pharmacy & Pharmaceutical Sciences (SPPS), the Associate Director will be a key member of the SPPS and University's alumni engagement team.

Specific duties include, but are not limited to:

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- Lead the strategic direction and operations of the SPPS Alumni Office. Includes program, volunteer relations, and budget oversight.
- Collaborate with the SPPS office of student success and engagement, marketing and communications, university advancement as well as central alumni engagement team, promoting existing engagement programs and events while also building a unique suite of engagement opportunities specifically for SPPS alumni.
- Execute local, regional and virtual programs to engage alumni and cultivate relationships while also leveraging existing programs as opportunities to discover new and steward current donors.
- Collaborate with the Office of Student Success and Engagement for the growth of the SPPS Dean's Alumni Ambassadors and Dean's Alumni Ambassador Mentor Programs to assist with SPPS student professional and career development along with enhance alumni engagement opportunities within the school.
- Help lead UB Giving Day within the pharmacy school and engage with volunteer solicitation, stewardship and make referrals to gift officers when appropriate.

Successful candidate must be able to collaborate with and support multiple members of a diverse school and university community, participating wherever necessary to ensure smooth and efficient operations, as well as continuously analyzing the work and identifying areas for improvement. They must be able to multitask across strategic project areas, ensure consistent follow-up and follow-through and have excellent communication skills. The ideal candidate will have a proven track record spearheading and marketing alumni services, events and programs and demonstrated accomplishment in fostering productive relationships with volunteers, and motivating and developing volunteer leadership.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#)

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished

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by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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.

Minimum Qualifications

Bachelor's degree with 3 years of experience OR master's degree or professional certification with 1 year experience

Preferred Qualifications

- Experience working in higher education environment preferred.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact