

Assistant Director of Regional Engagement, University
Advancement
University at Buffalo, The State University of New York

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Posted Feb. 12, 2025, set to expire Aug. 4, 2025

Job Title	Assistant Director of Regional Engagement, University Advancement
Department	University Advancement
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 12, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement
Job Website	https://www.ubjobs.buffalo.edu/postings/55801

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Job Description

The University at Buffalo is seeking an Assistant Director of Regional Engagement to join its dynamic alumni engagement team. This role focuses on strengthening connections with alumni living outside Western New York, particularly in the Northeast region, through strategic volunteer engagement, programming, and events. The Assistant Director will play a key role in fostering alumni relationships, planning and executing in-person and virtual events, and managing volunteer regional network leaders to enhance engagement opportunities.

This position requires a proactive and detail-oriented individual with strong event planning, relationship-building, communication, and multi-tasking skills. The Assistant Director will collaborate closely with colleagues in alumni engagement, regional advancement, and school/unit engagement teams to support university-wide engagement efforts.

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Key responsibilities include:

- Planning and executing a calendar of regional alumni events and programs, with a focus on NYC, Boston, and Washington, D.C.
- Leading efforts for the annual UB Founders Day program managing events across multiple cities.
- Developing and managing regional alumni network leaders and digital communities.
- Tracking and analyzing engagement data to inform strategy.
- Supporting university-wide alumni initiatives and high-level engagement programming.

The ideal candidate is a strategic thinker with a passion for alumni relations, event coordination, and community building. This role involves travel up to 30% of the time to represent the university at events nationwide.

Join us in making a lasting impact by fostering meaningful connections between UB and its global alumni community!

Division of University Advancement

At the University at Buffalo, the Division of University Advancement plays a pivotal role in advancing our mission. With a historic \$1 Billion Boldly Buffalo fundraising campaign recently concluded, where more than 80,000 alumni and donors generously contributed and more than 120,000 alumni actively connected with their alma mater, we're on the cusp of greatness. Our goal? To propel UB into the top 25 of national public research universities within the next decade. As part of our team, you'll build strong connections with graduates and donors worldwide activating the alumni network in shaping the future of our institution. Join us and be part of a team whose impact is felt in Buffalo, across the country, and around the world.

Outstanding Benefits Package

Working at UBF 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. Visit our UBF benefits website to learn 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.

Contact Information

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

Contact

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