

Assistant Athletic Director for Major Gifts
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=253643>

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Posted Feb. 24, 2025, set to expire Mar. 21, 2025

Job Title	Assistant Athletic Director for Major Gifts
Department	
Institution	University at Buffalo Buffalo, New York
Date Posted	Feb. 24, 2025
Application Deadline	03/21/2025
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement Athletics
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Job Description

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Assistant Athletic Director for Major Gifts

Position Information

Position Title: Assistant Athletic Director for Major Gifts

Department: Intercollegiate Athletics

Posting Link: <https://www.ubjobs.buffalo.edu/postings/55922>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The University at Buffalo (UB) [Athletics Department](#) seeks a dynamic and results-driven **Assistant Athletic Director for Major Gifts** to join our development team. Reporting to the Deputy Athletic Director for External, this position will play a pivotal role in securing significant philanthropic support to advance the mission of UB Athletics, including strategic initiatives supporting student-athletes.

Key accountabilities and responsibilities

- Identify, cultivate, solicit, and steward a portfolio of 100 major gift prospects with the capacity to contribute \$25,000 or more.
- Develop and execute personalized engagement strategies to build strong relationships with donors, alumni, and friends of UB Athletics.
- Collaborate with coaches, administrators, and campus partners to align fundraising efforts with department goals, including those related to NIL initiatives.
- Plan and participate in donor events, game-day experiences, and other activities to engage potential and current supporters.
- Support special campaigns, including facility enhancements, scholarship endowments, NIL initiatives, and programmatic priorities.
- Maintain accurate and timely records of donor interactions and contributions in compliance with university policies.

Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life. Being a part of the [University at Buffalo community](#).

Why UB Athletics?

UB Athletics supports over 400 student-athletes across 16 varsity sports in the NCAA Division I Mid-American Conference. Join us in fostering a culture of excellence on and off the field while making a lasting impact on our student-athletes lives. Be part of an innovative team committed to advancing NIL opportunities and positioning UB Athletics as a leader in collegiate sports.

About the University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of Americas 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

- Bachelors degree.
- Minimum of three years of experience in development, fundraising, or a related field, preferably in collegiate athletics or higher education.
- Proven track record of successfully securing major gifts and meeting fundraising goals.
- Excellent interpersonal and communication skills, with the ability to engage and inspire diverse constituencies.
- Strong organizational and project management abilities.
- Familiarity with donor management systems (e.g., Advance, Evertrue, Salesforce).
- Understanding of NCAA policies and trends in Name, Image, and Likeness (NIL) is highly desirable.

Preferred Qualifications

Physical Demands

Salary Range

Commensurate with Experience

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information



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Contact's Name: Heather Cooper

Contact's Pronouns: she/her/hers

Contact's Title: Associate Athletic Director for Human Resources

Contact's Email: hrgibbs@buffalo.edu

Contact's Phone: 716-645-3842

Posting Dates

Posted: 02/20/2025

Deadline for Applicants:

Date to be filled: 03/27/2025

jeid-bad03d6242d14cc4ac45f5e62915fd81

Contact Information

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

Contact

N/A

University at Buffalo

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