

Assistant Director of Advancement, School of Engineering
and Applied Sciences
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256926>

Downloaded On: Jul. 1, 2025 7:50pm

Posted May 13, 2025, set to expire Aug. 4, 2025

Job Title	Assistant Director of Advancement, School of Engineering and Applied Sciences
Department	University Advancement
Institution	University at Buffalo Buffalo, New York
Date Posted	May 13, 2025
Application Deadline	05/09/2026
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement
Apply Online Here	https://apptrkr.com/6222641
Apply By Email	
Job Description	

Image not found or type unknown



Assistant Director of Advancement, School of Engineering and Applied Sciences

Position Information

Position Title: Assistant Director of Advancement, School of Engineering and Applied Sciences

Department: University Advancement

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57084>

Job Type: Full-Time

Assistant Director of Advancement, School of Engineering
and Applied Sciences
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256926>

Downloaded On: Jul. 1, 2025 7:50pm

Posted May 13, 2025, set to expire Aug. 4, 2025

Posting Detail Information

Position Summary

The University at Buffalo is seeking two goal-oriented, relationship-driven professionals to join our advancement team as Assistant Directors of Advancement for the School of Engineering and Applied Sciences (SEAS)-a top-ranked public engineering school. These roles are instrumental in building meaningful connections with alumni and friends and securing philanthropic support of \$10,000 or more.

Reporting to the Senior Executive Director of Advancement, each Assistant Director will focus on developing and managing a portfolio of at least 150 prospects, advancing them through the full donor lifecycle-from discovery through stewardship. These are high-travel roles (50-75%), ideal for dynamic communicators who thrive in a fast-paced, metrics-driven environment and are passionate about the transformative power of engineering and applied sciences.

Key Responsibilities:

- Develop and execute strategies to identify, cultivate, solicit, and steward major gift prospects.
- Collaborate with SEAS leadership, faculty, and volunteers to align fundraising efforts with school priorities.
- Travel extensively (including overnight/weekend) to conduct a minimum of 132 prospect visits per year.
- Contribute to a collaborative and innovative fundraising culture within UBs Division of University Advancement.

Division of University Advancement

UBs Division of University Advancement plays a pivotal role in driving our mission forward. With the historic \$1 billion Boldly Buffalo campaign, which concluded in June 2024 with support from over 80,000 alumni and donors, we have built momentum for the future. Now, we're setting our sights even higher aiming to elevate UB into the nations Top 25 public research universities within the next decade.

As part of our team, you'll forge meaningful connections with alumni and donors worldwide, shaping the future of UB. If you're looking for a rewarding career where your work creates real, lasting impact, join us and be part of a team that's changing the world.

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

Assistant Director of Advancement, School of Engineering
and Applied Sciences
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256926>

Downloaded On: Jul. 1, 2025 7:50pm

Posted May 13, 2025, set to expire Aug. 4, 2025

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 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](https://www.buffalo.edu/).

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
- A minimum of one year experience 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 50-75% of the time, including local and regional visits, and work evenings and occasional weekends.

Salary Range

\$55,000 - \$62,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Judy Mackey

Contact's Pronouns:

Contact's Title:

Assistant Director of Advancement, School of Engineering
and Applied Sciences
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256926>

Downloaded On: Jul. 1, 2025 7:50pm

Posted May 13, 2025, set to expire Aug. 4, 2025

Contact's Email: jmackey@buffalo.edu

Contact's Phone: 716-645-1526

Posting Dates

Posted: 05/09/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 06/09/2025

Contact Information

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

Contact

N/A

University at Buffalo

,