

Associate Director of Prospect Research, University
Advancement
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259640>

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Posted Jul. 11, 2025, set to expire Aug. 4, 2025

Job Title	Associate Director of Prospect Research, University Advancement
Department	University Advancement
Institution	University at Buffalo Buffalo, New York
Date Posted	Jul. 11, 2025
Application Deadline	08/08/2025
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Research Development/Institutional Advancement
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Job Description

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Associate Director of Prospect Research, University Advancement

Position Information

Position Title: Associate Director of Prospect Research, University Advancement

Department: University Advancement

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57472>

Job Type:

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Full-Time

Posting Detail Information

Position Summary

The University at Buffalos Division of [University Advancement](#) is seeking a forward-thinking, data-savvy professional to serve as **Associate Director of Prospect Research**-a key position that powers our fundraising success and strengthens connections with donors and partners.

Reporting to the Senior Director of Prospect Research and Analytics, the Associate Director will play a strategic role in shaping our prospecting and research program across individuals, corporations, and foundations. You will lead a dedicated team, collaborate with front-line fundraisers, and bring meaningful insights to life through research and analysis that fuels transformational philanthropy.

In this role, you will:

- Partner closely with fundraisers and research colleagues to implement an integrated major and planned gifts prospect identification and qualification program.
- Produce compelling, data-driven insights using both qualitative and quantitative research to support advancement goals.
- Leverage donor and prospect records to develop analytical profiles, assess giving capacity, and serve as a trusted resource across the division.
- Supervise and mentor two talented research analysts.

Why Join UB Advancement?

As a vital part of the team behind the historic \$1 Billion Boldly Buffalo campaign, you'll contribute to a mission with real momentum and measurable impact. More than 80,000 donors have already helped shape UB's future-and were just getting started.

Our sights are set on becoming one of the top 25 public research universities in the nation. As Associate Director of Prospect Research, you'll help lead the charge. You'll find a workplace that values innovation, teamwork, and professional growth-where your talents will be seen, appreciated, and put to powerful use. **Be part of something bigger. Help us shape the future.**

About the Buffalo/Niagara region:

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Buffalo is the second-largest city in New York State and is located on the shores of Lake Erie, upriver of the majestic Niagara Falls. Buffalo - the City of Good Neighbors - is undergoing a renaissance with a rapidly growing economy, vital academic health sciences center, and affordable cost of living. The Western New York educational system is excellent. Buffalo-Niagara is a region of 1.2 million people, world-class art galleries and museums, a comprehensive city-wide system of parks and green space, a vibrant theater and music community, and major and minor league sports teams.

Learn more:

- 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](#).

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
- 3 years relevant professional experience in a fundraising setting
- Experience using Salesforce or other Customer Relationship Management (CRM) systems
- Experience or training in supervision and management
- Experience managing deadline-driven multiple and diverse tasks
- Must be able to clearly and convincingly convey information orally and in writing
- Excellent analytical and problem-solving skills
- General knowledge and competency of Microsoft Office programs
- Ability to handle confidential information with tact and discretion and adhere to ethical and confidentiality guidelines of both the university and the Association of Professional Researchers for Advancement (APRA)

Preferred Qualifications

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Physical Demands

Salary Range

\$62,596 - \$70,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Judith Mackey

Contact's Pronouns:

Contact's Title: Human Resources Officer

Contact's Email: jmackey@buffalo.edu

Contact's Phone: 716-645-1526

Posting Dates

Posted: 06/09/2025

Deadline for Applicants:

Date to be filled: 07/17/2025

Contact Information

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

Contact

N/A

University at Buffalo

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