

Associate Director of Corporate and Foundation Relations
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=261846>

Downloaded On: Aug. 29, 2025 6:25pm

Posted Aug. 29, 2025, set to expire Aug. 4, 2026

Job Title	Associate Director of Corporate and Foundation Relations
Department	University Advancement
Institution	University at Buffalo Buffalo, New York
Date Posted	Aug. 29, 2025
Application Deadline	08/28/2026
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement Alumni Relations
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Associate Director of Corporate and Foundation Relations, University Advancement

Position Information

Position Title: Associate Director of Corporate and Foundation Relations, University Advancement

Department: University Advancement

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58755>

Job Type:

Associate Director of Corporate and Foundation Relations University at Buffalo

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Full-Time

Posting Detail Information

Position Summary

The University at Buffalo is seeking a motivated **Associate Director of Corporate and Foundation Relations** to build and steward relationships with leading corporations and foundations in support of UB's top programs and research initiatives.

In this role, you will:

- Manage a portfolio of corporate/foundation prospects and secure gifts of \$50,000+.
- Partner with faculty, deans, and university leadership to develop compelling proposals.
- Conduct 45+ donor meetings and 12+ solicitations annually.
- Design and implement stewardship strategies to foster long-term partnerships.

This is a chance to join a collaborative advancement team, make a meaningful impact, and help shape UB's future.

Division of University Advancement

At the University at Buffalo, our Division of University Advancement plays a pivotal role in advancing our mission. With the historic \$1 Billion Boldly Buffalo campaign recently concluded in June 2024, where more than 80,000 alumni and donors generously contributed, we were 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 alumni and donors worldwide, shaping the future of our institution. Join us and be part of a team that changes the world!

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.

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Minimum Qualifications

- Bachelors degree
- Three years 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; 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 up to 20% of the time (primarily local and regional travel), and to work evenings and on occasional weekends.

Preferred Qualifications

Physical Demands

Salary Range

\$70,000 - \$75,000

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:

Contact's Email: jmackey@buffalo.edu

Contact's Phone: 716-645-1526

Posting Dates

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Deadline for Applicants: Open Until Filled

Date to be filled: 09/22/2025

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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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