

Assistant Vice President for Principal Gifts and Executive  
Director of Advancement, Jacobs School of Medicine and  
Biomedical Sciences  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=231856>

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Posted Feb. 29, 2024, set to expire Aug. 4, 2024

**Job Title** Assistant Vice President for Principal Gifts and  
Executive Director of Advancement, Jacobs School of  
Medicine and Biomedical Sciences

**Department** University Advancement

**Institution** University at Buffalo, The State University of New  
York  
Buffalo, New York

**Date Posted** Feb. 29, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate Vice-(Provost/Chancellor)

**Academic Field(s)** Development/Institutional Advancement  
Development/Institutional Advancement

**Job Website** <https://www.ubjobs.buffalo.edu/postings/48678>

**Apply By Email**

**Job Description**

### Position Summary

The Assistant Vice President for Principal Gifts and Executive Director of Advancement, [Jacobs School of Medicine and Biomedical Sciences](#), is responsible for leading a comprehensive fundraising program in support of school and campaign priorities. This position is an exciting opportunity within New York's largest flagship university and one of the oldest medical schools in the United States. We look forward to welcoming to our team a highly motivated and goal-oriented professional with exceptional interpersonal skills and an ability to develop meaningful relationships both with campus partners and external constituents. The ideal candidate will be a leader, problem-

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solver, see a challenge as an opportunity, and find motivation in a metrics-based higher education fundraising program.

**Responsibilities:**

- Work closely with the Senior Associate Vice President/Associate Vice President, and the Vice President, university administration, faculty, physician scientists, and key volunteers to pursue a coordinated and broad-based program of cultivation, solicitation and stewardship of principal gift prospects and donors on behalf of the Jacobs School of Medicine and Biomedical Sciences.
- Develop and manage a donor/prospect portfolio of approximately 50-75 individuals capable of making gifts of \$1 million+ including primarily those top prospects requiring attention from the President, the Vice President for University Advancement, deans, and department chairs.
- Execute approximately 100 face-to-face visits per year. The incumbent must be able to travel up to 50% of the time, including overnight and occasional weekends, and will be assigned to specific geographic regions in which they will direct their advancement activities.
- Build, manage, and lead a high performing team of fundraising professionals in support of Jacobs School of Medicine and Biomedical Sciences priorities.

**Division of University Advancement**

Building stronger connections with UB's 280,000+ alumni and donors worldwide is critical to the university's goal: to situate UB among the nation's top 25 public research universities. UB alumni and friends are grateful and generous, supporting the largest, most ambitious fundraising campaign the university has ever launched. Through *Boldly Buffalo: The Campaign for UB*, we seek to raise \$1 billion. We invite you to join our University Advancement team and be part of our historic efforts.

**Outstanding Benefits Package**

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Working at UB 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 [benefits website](#) to learn about our benefit packages.

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

- Bachelor's degree.
- A minimum of seven years of significant fund development (7-8 figures) experience, including professional staff management, program planning and personal solicitation; proven success in goal achievement in a highly structured and metric-oriented role. Related experiences in sales/marketing, financial planning and other fields will be considered.
- Excellent written and oral communication skills; negotiation skills; and the ability to deal with complex concepts and ambiguity.
- Demonstrated commitment to collaboration as well as the ability to work well both independently and collectively with a diverse team and constituents.
- High level of personal and professional integrity and ethics.
- Technical/digital competence.
- Excellent interpersonal skills, including the ability to listen and interact effectively with high-capacity individuals.
- Ability to travel up to 50% of the time, including local and regional visits, and work evenings and occasional weekends.

#### Contact Information

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

#### Contact