

Associate Director of Planned Giving, University
Advancement
University at Buffalo, The State University of New York

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Posted Nov. 16, 2023, set to expire Aug. 4, 2024

Job Title	Associate Director of Planned Giving, University Advancement
Department	University Advancement
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 16, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Institutional Advancement Finance/Investment Management Graphic Design/Marketing Communications/Public Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/46532

Apply By Email

Job Description

Are you passionate about fundraising? If you possess self-motivation, creativity, a keen eagerness to learn, the ability to quickly grasp new concepts, and are a collaborative team player, this recently established position presents a unique opportunity for you to acquire, grow, and specialize in planned giving over time. This growth will be facilitated through hands-on experiences and formal training opportunities.

Under the general leadership of the University at Buffalo's Vice President for [University Advancement](#), the Associate Director of Planned Giving is responsible for helping to advance a comprehensive

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program that successfully meets the University's goals for short and long-term private support. Duties and assignments include, but are not limited:

- Identifying and managing a pool of 50 to 75 major and planned giving prospects capable of making gifts of \$50,000 or more. The objective is to successfully secure outright, bequest, and life-income gifts primarily from individuals living within New York State and neighboring states through visits and active engagement.
- Managing the probate process to ensure effective communications with applicable parties, resolution of concerns, and the timely processing of estate gifts in accordance with donor intent and university policy.
- Collaborating to devise an annual planned giving marketing plan and working in conjunction with Advancement Communications, internal partners, and external vendors to execute the plan effectively.

We are seeking candidates who desire a challenging, results-oriented role within a complex, diverse, and multidisciplinary organization. We encourage applicants with a proven track record of goal achievement, intellectual curiosity, and a passion for understanding and advancing charitable gifting aspirations.

Division of University Advancement

Building stronger connections with UB's nearly 300,000 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

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

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 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

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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.

Contact Information

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

Contact

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