

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

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Posted Nov. 21, 2023, set to expire Aug. 4, 2024

Job Title	Administrative Associate, Planned Giving
Department	University Advancement
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 21, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/46614

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Job Description

The **Administrative Associate** is a member of the Office of Planned Giving advancement team charged with successfully meeting the University's goals for both short and long-term private support. The incumbent must have extensive office management and project management experience, as well as a command of MS Office tools and programs.

The Administrative Associate reports to the Associate Vice President for Planned Giving and is responsible for performing various administrative duties:

- In partnership with the Office of Planned Giving team, manages relationships with team's donors and prospects in a professional and proactive manner including but not limited to the coordination of specialized donor cultivation and stewardship opportunities such as campus visits, building tours, donor attendance at signature events (e.g., commencement, homecoming, reunions, etc.).

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Supports specialized requests from donors, such as requests for information, special appointments, and impact updates.

- Reviews prospect lists by geographic area for relevance and potential. Assembles giving details, past contact history, business information and other relevant details for review by advancement officers. After review, prioritizes/coordinates outreach to build meaningful trips for advancement officers. Assists with prospect/donor follow-up, as necessary.
- Provides support needed for internal/external meetings and event planning including but not limited to event logistics (e.g., invitation development, catering, nametags), invitation list development and report generation.

Outstanding Benefits Package

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](#).

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 others every day. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

Contact

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