

Assistant Director of Alumni Engagement, School of
Engineering and Applied Sciences
University at Buffalo, The State University of New York

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Posted Mar. 5, 2024, set to expire Aug. 4, 2024

Job Title	Assistant Director of Alumni Engagement, School of Engineering and Applied Sciences
Department	University Advancement
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Alumni Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/48958
Apply By Email	
Job Description	

[University Advancement](#) has an exciting opportunity for an **Assistant Director of Alumni Engagement**, who will become a key member of the university's alumni engagement team, serving as the engagement officer for the [School of Engineering and Applied Sciences](#) (SEAS). The Assistant Director will report to the Assistant Vice President for Alumni Engagement.

The Assistant Director will:

- Collaborate with the central alumni engagement team and the SEAS student engagement and communications teams, promoting existing engagement programs and events while also building a unique suite of engagement opportunities specifically for SEAS alumni.
- Execute local, regional and virtual programs to engage alumni and cultivate relationships while also leveraging existing programs as opportunities to discover new and steward current donors.

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- Conduct a minimum of 25, one-on-one, visits for discovery, volunteer solicitations, Giving Day participation, stewardship, and make referrals to gift officers, as appropriate.
- Guide and oversee the work of the SEAS Alumni Association Board of Directors. Serve as a liaison with SEAS and leverage the work of the board to support SEAS, University Advancement, and UB priorities and initiatives.

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 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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