

Stewardship Coordinator, University Advancement
University at Buffalo, The State University of New York

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Posted Jul. 15, 2024, set to expire Nov. 14, 2024

Job Title	Stewardship Coordinator, University Advancement
Department	University Advancement
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Institutional Advancement
Job Website	https://www.ubjobs.buffalo.edu/postings/51569
Apply By Email	
Job Description	

Position Summary

University Advancement is currently seeking a candidate to fill the role of **Stewardship Coordinator**. As an integral part of the Donor Relations and Stewardship team, this individual will report directly to the Senior Director of Stewardship. The primary responsibilities include collaborating with colleagues across various University Advancement departments to strengthen and enrich relationships with donors. This will be achieved through meticulous fund and impact reporting, active donor engagement, and the creation of meaningful recognition initiatives.

In addition, the Coordinator will:

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- Collaborate on the development, implementation and growth of assessment practices for communications throughout the division.
- Make recommendations for optimization of marketing and communication content to achieve strategic team and division goals.
- Work with Advancement Communications colleagues in planning, integrating, and executing content through social media, email newsletters, and target web pages.

The ideal candidate is dedicated to uncovering new ways, guided by data, to make content work smarter and be more personally relatable for our key constituents. They are also enthusiastic and passionate about digital communication, detail-oriented, self-motivated, creative, and are ready to become an integral part of a fast-moving and highly visible part of the university. They must have a calm temperament, humility, and diplomatic communication skills to connect gracefully with internal and external constituents.

Division of University Advancement

At the University at Buffalo, our Division of [University Advancement](#) plays a pivotal role in advancing our mission. With a historic \$1 Billion Boldly Buffalo campaign recently concluded in June 2024, where more than 80,000 alumni and donors generously contributed, we're 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!

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 State University of New York at Buffalo

At the University at Buffalo (UB), we're more than just a university—we're a catalyst for innovation, discovery, and positive change. As a premier, research-intensive public institution, UB is committed to academic excellence and global impact. Our vibrant campus, home to over 31,000 students, consistently ranks among the world's most exceptional and affordable universities, attracting top talent from across the globe.

Here at UB, collaboration is our cornerstone. Students and faculty work hand in hand, driven by curiosity and a shared purpose: to create solutions that transform lives. From groundbreaking medical

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breakthroughs to cutting-edge technology, our community thrives on pushing boundaries. We're not just shaping the future; we're redefining it.

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
- Progressive experience in an office environment requiring multi-tasking skills to effectively complete assignments
- Strong organizational skills and the ability to work independently
- Excellent written and oral communication skills; strong interpersonal skills
- Technical/digital competence
- Good judgement and ability to interact with a diverse group of people (internal and external)
- Commitment to confidentiality and attention to detail
- Strong project management skills

Contact Information

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

Contact