

Assistant Director of Communications and Stewardship
Operations
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=242406>

Downloaded On: Aug. 10, 2024 1:23pm

Posted Jul. 31, 2024, set to expire Nov. 30, 2024

Job Title	Assistant Director of Communications and Stewardship Operations
Department	University Advancement
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Communications/Public Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/51876
Apply By Email	
Job Description	

Position Summary

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Are you looking to join a dynamic team of individuals? [University Advancement](#) is seeking an energetic and driven professional for the role of **Assistant Director of Communications and Stewardship Operations**. As a key member of both the Advancement Communications and Donor Relations and Stewardship teams, you will oversee the planning, orchestration, and execution of projects within these teams. We are looking for a highly organized and collaborative individual with exceptional leadership skills and a proven track record in managing complex projects in a fast-paced environment. This pivotal position involves working closely with academic units, partners, and stakeholders to enhance alumni engagement, donor stewardship, and event experiences, as well as delivering impactful communications for division stakeholders and external audiences.

The successful candidate will:

- Be a strategic thinker, adept at managing complex workflows.
- Understand that stewardship, marketing, and communications are essential to the overall success of the advancement program.
- Be customer and donor-centric, embody a growth mindset, and desire to leverage technology, including AI, to drive operational excellence.
- Be enthusiastic, detail-oriented, self-motivated, and ready to be an integral part of a highly visible and influential stewardship and communications team at the university.
- Demonstrate diplomacy and possess proven communication skills to connect effectively with both internal and external partners.

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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).



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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!

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](#).

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

But we don't do it alone. Our 300,000 alumni and donors worldwide are integral to UB's success. Their generosity and engagement amplify student experiences and fuel our ascent toward the Top 25 of American public universities. Join us in this exciting journey, where every contribution makes a difference!

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 with 2 years of experience in business, marketing communications or related field
- Experience in marketing, project management, or related roles.
- Proven ability to manage complex projects and collaborate across diverse teams.
- Expertise in online project management tools, preferably in a professional setting.



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- Strong technical competency and the ability to easily adapt and work between a variety of platforms.
- Ability to work independently in a demanding, fast-paced office setting.
- Strong communication skills and a customer-centric mindset.
- Desire to learn and foster skills in emerging technologies (including A.I.) and to utilize new-to-team platforms to optimize resources and deliverables.

Contact Information

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

Contact