

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

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Posted Dec. 17, 2024, set to expire Aug. 4, 2025

Job Title	Associate Director of Advancement Communications
Department	University Advancement
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 17, 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/54778

Apply By Email

Job Description

Are you a creative storyteller with a passion for crafting compelling narratives that inspire action? [University Advancement](#) is seeking an **Associate Director of Advancement Communications** to join our dynamic team!

In this pivotal role, you'll be at the heart of our division's strategy, driving impactful communication efforts that deepen alumni, prospect, and donor engagement. As the lead writer and editor, you'll create persuasive and engaging content, including proposals, solicitations, cases for support, annual report, and stories for advancement publications.

In addition, the Associate Director will:

- Develop marketing strategies for key philanthropic opportunities



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- Collaborate on editorial planning and ensure deadlines and quality of advancement content and messaging are met in all media
- Support executive communications
- Supervise the Marketing Specialist and work closely with them to develop data-informed communications strategies that will benefit the team and the division.

You'll also play a vital role in shaping our division's voice and messaging, establishing editorial guidelines, streamlining production processes, and ensuring every piece aligns with our mission and goals.

This is more than a writing role—it's a chance to make a tangible difference by connecting audiences to the transformative power of philanthropy.

If you thrive in a collaborative environment, are motivated by storytelling that inspires generosity, and want to contribute to a mission-driven team, we want to hear from you!

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!

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