

**Donor Experience Coordinator
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=256927>

Downloaded On: Jul. 13, 2025 3:09pm

Posted May 13, 2025, set to expire Aug. 4, 2025

Job Title Donor Experience Coordinator
Department University Advancement
Institution University at Buffalo
Buffalo, New York

Date Posted May 13, 2025

Application Deadline 05/09/2026
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Institutional Advancement
Communications/Public Relations

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Job Description

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Donor Experience Coordinator, University Advancement

Position Information

Position Title: Donor Experience Coordinator, University Advancement

Department: University Advancement

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57111>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The University at Buffalo is seeking a creative and detail-oriented Donor Experience Coordinator to help deliver impactful, memorable engagement experiences for donors at every level—from first-time supporters to lifelong philanthropists. Reporting to the Senior Director of Donor Experience, this role supports the activities that deepen donor relationships, including gift societies, events, special communications, and recognition programs.

In this highly collaborative role, you'll work cross-functionally with colleagues in annual giving, communications, and alumni engagement to ensure donors feel appreciated, informed, and inspired. Whether managing digital tools, coordinating thoughtful touches, or supporting signature events, your work will celebrate generosity and foster lasting connections.

Key Responsibilities:

- Coordinate gift society communications, benefits, and engagement efforts.
- Support donor recognition events, from logistics and materials to onsite execution.
- Manage donor-facing inquiries with a high level of customer service.
- Oversee promotional items, digital tools, and recognition assets.
- Maintain accurate donor data and track engagement metrics.

If you're organized, proactive, people-centered, and excited about helping donors see the difference they make, this is a unique opportunity to join a dynamic advancement team and contribute to UB's mission in a meaningful way.

UB's [Division of University Advancement](#) plays a pivotal role in driving our mission forward. With the historic \$1 billion Boldly Buffalo campaign, which concluded in June 2024 with support from over 80,000 alumni and donors, we have built momentum for the future. Now, we're setting our sights even higher aiming to elevate UB into the nation's Top 25 public research universities within the next decade.

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

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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.

Minimum Qualifications

- Bachelors degree
- 1-3 years in events planning or volunteer engagement or equivalent experience in a related field.
- Exceptional interpersonal skills with a professional demeanor and strong communications skills (both verbal and written).
- Sound judgment and the ability to engage effectively with both internal and external stakeholders.
- Demonstrated discretion and confidentiality in handling sensitive matters.
- Strong technical proficiency, with expertise in Microsoft Office programs, including Excel and PowerPoint.
- Excellent organizational, multi-tasking, and project management skills.
- Attention to detail and a commitment to accuracy.
- Proven ability to work independently with minimal supervision while effectively prioritizing tasks.
- Ability to work collaboratively in a team environment.

Salary Range

\$47,000 - \$50,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Judy Mackey

Contact's Pronouns:

Contact's Title:

Contact's Email: jmackey@buffalo.edu

Contact's Phone: 716-259-3284

Posting Dates

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Deadline for Applicants: Open Until Filled

Date to be filled: 05/26/2025

Contact Information

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

Contact

N/A

University at Buffalo

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