

Administrative Associate, Planned Giving
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=262646>

Downloaded On: Sep. 17, 2025 3:24pm

Posted Sep. 17, 2025, set to expire Aug. 4, 2026

Job Title Administrative Associate, Planned Giving
Department University Advancement
Institution University at Buffalo
Buffalo, New York

Date Posted Sep. 17, 2025

Application Deadline 09/16/2026
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Institutional Advancement

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Job Description

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Administrative Associate, Planned Giving

Position Information

Position Title: Administrative Associate, Planned Giving

Department: University Advancement

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59059>

Job Type: Full-Time

Posting Detail Information

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Position Summary

Join a mission-driven team making a lasting impact at the University at Buffalo! The Administrative Associate in the Office of Planned Giving plays a vital role in advancing UB's goals for private support. This position is more than administrative support - it's an opportunity to contribute directly to donor engagement, long-term relationships, and the success of our advancement efforts.

In this role, you will:

Partner with advancement officers by preparing donor research, trip briefings, and follow-up materials.

- Draft and edit donor correspondence, proposals, and stewardship pieces that strengthen relationships.
- Manage calendars, coordinate logistics, and ensure seamless donor visits and team meetings.
- Track and report donor activity in advancement systems to support fundraising strategy.
- Collaborate with colleagues across Advancement on projects and initiatives that move UB forward.
- Ensure smooth day-to-day operations of the Planned Giving team while handling sensitive information with professionalism.

This is an excellent opportunity for a proactive, detail-oriented professional who thrives in a dynamic environment and enjoys balancing independent work with collaborative projects. If you're highly organized, a strong communicator, and eager to contribute to a team shaping UB's future, we encourage you to apply.

In University Advancement, we don't just support a university—we help shape the future. Join us in building meaningful connections, fostering generosity, and advancing the mission of New York's premier public university.

Division of University Advancement

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

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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 University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of Americas 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.

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Minimum Qualifications

Associates degree or an equivalent combination of education and experience.

Minimum of 4 years experience working in a dynamic professional office environment.

Excellent interpersonal skills, including the ability to listen and interact effectively with a diverse constituency with good judgement.

Experience with Microsoft Word, Outlook and PowerPoint, along with advanced proficiency in **Microsoft Excel, including complex spreadsheet management and data reporting.**

Exceptional oral and written communication skills, with the ability to draft grammatically correct, polished correspondence, reports, and news summaries.

Strong detail-oriented organizational skills with the ability to manage multiple projects independently while meeting deadlines.

Experience in file management, with the ability to establish and maintain structured systems for easy

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retrieval of electronic and paper documents.

Ability to work effectively within a collaborative team environment while demonstrating creativity and a solutions-oriented approach.

The ability to understand, facilitate and implement complex scheduling.

Preferred Qualifications

Physical Demands

Salary Range

\$45,000 - \$55,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Judith Mackey

Contact's Pronouns:

Contact's Title:

Contact's Email: jmackey@buffalo.edu

Contact's Phone: 716-645-1526

Posting Dates

Posted: 09/16/2025

Deadline for Applicants: Open Until Filled

Date to be filled:

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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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