

Posting Number:	
POSITION INFORMATION	
Classification Title:	Senior Staff Assistant
In-House Title:	Assistant Director of Philanthropy (Annual Fund)
Employer:	State
Object Code:	03175
Line Number: (State Use only)	
FTE:	1.00
Position Summary:	<p>The Assistant Director of Philanthropy (Annual Fund) will join a team of fund-development professionals in the School of Law who are focused on engaging alumni, developing relationships, and soliciting prospects in a professional and collaborative environment. This includes 11,000 alumni of the UB School of Law.</p> <p>Reporting to the Vice Dean for Philanthropy for the School of Law, the Assistant Director will assist the Vice Dean and work collaboratively with other members of the Law team in designing and implementing a comprehensive, strategic Annual Fund program for the School of Law, focused on individual outreach and prospect management to increase annual giving and develop a strong pipeline of consistent donors.</p> <p>The Assistant Director's primary responsibility (80%) is to identify, cultivate, solicit and steward prospects and donors capable of gifts in the \$1,000-\$49,999 range, primarily through personal visits and telephone contacts. The Assistant Director will develop and maintain a pool of 150 to 200 annual leadership prospects, making 200 to 250 annual leadership asks each year and 120 personal visits. As prospects with the capacity and inclination to make major and principal gifts are identified, the Assistant Director also may cultivate, solicit and steward these potential donors in collaboration with other School of Law gift officers.</p> <p>Other responsibilities (20%) include: coordinating the production of all solicitation materials (e.g., mail, phone, electronic and web); assisting with the production of all gift acknowledgement letters and donor stewardship; cultivating and engaging fundraising volunteers; coordinating reunion giving; managing specific annual initiatives, such as multi-year pledges;</p>

	<p>assisting as needed with student fundraising; helping to plan and execute Annual Fund events; liaising with UB Fund efforts, including dual degree alumni; attending alumni and donor events; timely recording of data relating to fundraising activity; preparing fundraising correspondence, reports and other documents as needed; and, developing and maintaining in-depth knowledge of the School of Law's fundraising priorities, signature programs, key faculty, and notable alumni.</p> <p>Participate as a full member of the university and law school philanthropy teams, and attend development officer meetings, professional development activities, and other meetings as appropriate. Pursue professional growth activities with the approval and support of the Vice Dean.</p>
Position Category	Executive Staff
Minimum Qualifications (Position):	Bachelor's degree and a minimum of either three to five years direct fundraising experience or a minimum of three to five years practicing law and some experience with volunteer fundraising; program planning skills; excellent written and oral communication skills; negotiation skills; proven success in fundraising goal achievement; proven ability to work cooperatively with a team in achieving goals; and, an understanding of and passion for the mission of the School of Law and its future.
Preferred Qualifications:	Juris Doctor and experience in the practice of law. Experience in engaging academic leaders, faculty and volunteer partners in the development of meaningful and productive relationships with prospects and donors. Familiarity with and success in the complex environment of a public university.
Physical Demands:	
Work Hours:	8:30 a.m. to 5:00 p.m., and some evenings and weekends
Name of employee replacing:	

Salary Range:	\$45,000-\$50,000
Appointment Type:	03 - Professional
Appointment Term:	Term
Temporary Until (state classified positions only):	
Salary Grade:	SL3
EEO Category:	
Position Type	UUP Professional
DEPARTMENT INFORMATION	
Campus:	North
Department:	0317-School of Law
Hiring Manager(s) with Access:	Cook, Marlene Reitano, Jennifer
Campus Address:	
Contact Name:	Karen Kaczmarski
Contact Title:	Vice Dean for Philanthropy
Contact Phone/Extension:	716-645-6429
Contact Email:	krkacz@buffalo.edu
POSTING INFORMATION	
Internal Posting Date:	
Internal Closing Date:	
External Posting Date:	
External Closing Date:	
Date to be Filled:	ASAP

Posting Type:	
Multiple Positions Available?	<input type="radio"/> No Response <input type="radio"/> Yes <input checked="" type="radio"/> No
Please enter each search committee member and their department/affiliation. (Example: Jane Doe, Human Resources)	<div style="border: 1px solid black; padding: 2px;"> Karen Kaczmariski Lucy Dadd Loraine Yates </div>
Name of incumbent:	
Select all additional advertising sources to be utilized for this search in addition to the automated Human Resources recruiting sources. Click Here for the list of automated HR recruiting sources. Click Here for the list of Discipline Specific Diversity Recruitment Websites.	Chronicle of Higher Education Other Venues (please list below)
Required Applicant Documents:	Cover Letter Contact Information for References Resume
Optional Applicant Documents:	
Special Instructions to Applicants:	
Quicklink for Posting	www.ubjobs.buffalo.edu/applicants/Central?quickFind=53612