

Position Description

Director of Major Gifts, UMKC School of Computing and Engineering

Purpose: The Director of Major Gifts for the UMKC School of Computing and Engineering leads the fundraising activities of the school in concert with the Dean. Responsibilities include donor visits, proposal development, and identification and solicitation of major gifts (more than \$25,000) from individuals, corporations, and foundations. Serving as the liaison between the School of Computing and Engineering and the UMKC Foundation, the Director of Major Gifts is an integral member of the UMKC Foundation team.

The position must sustain positive and mutually rewarding relationships between the School of Computing and Engineering and its donors; partner with other Major Gift and Alumni Directors to determine the best strategies for effective stewardship of donors; maintain ongoing and active networking with internal and external constituencies; and oversee cultivation and stewardship initiatives for the school's donors.

Organizational Relationships: The Director of Major Gifts reports to a UMKC Foundation Assistant Vice President and has a close working relationship with the Dean of the School of Computing and Engineering.

Essential Duties: The Director leads and participates in a comprehensive major and principal gifts program as well as planned gifts for the UMKC School of Computing and Engineering. Portfolio Management responsibilities include:

- Facilitating active relationships with assigned prospects while endeavoring to match UMKC's funding needs with prospects' interests.
- Leading by example in personal work with donors; identification, cultivation and qualification of prospects; solicitation and closing of major gifts sufficient to meet or exceed individual and team goals set annually.
- Working with prospect research staff to evaluate and prioritize donor prospects and maintain a balanced portfolio, develop written strategies, including target amounts and target dates on all actively managed prospects.
- Collaborating with the UMKC Foundation Leadership Team to develop and implement an overall strategic plan for the solicitation of major gifts to meet the Foundation's goals.
- Works closely and collaboratively with UMKC Foundation, Alumni Relations and External Relations colleagues to ensure operational needs are met.
- Meets with Dean and Department Chairs to further unit fundraising performance and make suggestions and encourage partnership in meeting objectives and goals.
- Knowledge of tax laws that impact charitable giving, personal assets and estates a plus.
- In addition to these general skills, the position requires the ability to participate in all aspects of the gift cycle:(1) to initiate contacts with potential major donors; (2) to develop appropriate cultivation strategies for them; (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with donors.
- Must be able to travel.

- Excellent oral, written, interpersonal, analytical and organization skills required

Knowledge Required: The incumbent will be skilled at managing prospects from identification through stewardship. He/she will communicate effectively, both verbally and in writing. Other key skills include:

- Major gifts moves management, planned giving, annual giving, and corporate and foundation grant development;
- Administrative principles and practices including goal-setting, program development, implementation and evaluation;
- Principles and practices of budget development and administration;
- Rules, regulations and procedures related to development activities;
- Techniques for managing and motivating a variety of individuals, in person, via Zoom, and over the telephone;
- Principles and techniques of preparing effective written materials.

Education and Experience: A bachelor's degree and a minimum of three years of experience in fundraising or related field are required. Experience in higher education or a comparably complex organization is preferred.

Supervisory Controls: Incumbent must have a high level of independence in accomplishing the responsibilities of the position. Goals, priorities, and major projects are reviewed and discussed on an on-going basis with the AVP.

Guidelines: Guidelines are provided by the goals and objectives of the position, by fundraising strategies and techniques, by stewardship guidelines, and by the goals of the UMKC Foundation and the mission of the University. Confidentiality and discretion are mandatory.

Complexity: The ability to interact comfortably, tactfully, and effectively with varied internal and external constituencies is essential. Must display a high level of maturity and personal integrity and ability to understand, develop, and sustain resilient and dynamic relationships with donors, colleagues, and senior management.

Scope and Effect: Responsible for building and maintaining relationships with donors, this position has a significant effect on private giving. Success in this role affects the School of Computing and Engineering's ability to meet its goals and provide the best possible education and conduct life-changing research.

Environmental Demands: This position does not require unusual physical ability. Little physical exertion is involved, although considerable pressures exist; ability to handle tension and stress in a positive manner is required. No risks or discomforts are imposed upon this position by the physical surroundings or job situation. Frequent travel, as well as evening/weekend work, are required.

Additional Requirements: A valid U.S. driver's license is required.

Salary Range: Commensurate with experience.

UMKC: The University of Missouri Kansas City is located in the heart of Kansas City, one mile from the famed KC Plaza District. Kansas City is home to the Kauffman Center for Performing Arts, KC Chiefs, KC Royals, Sporting KC, and is home to world renowned BBQ. Rich in diversity, culture, and sports, UMKC is a rich traditional university with a host of professional schools in a robust urban setting.

About the UMKC Foundation: The UMKC Foundation is a separate but affiliated enterprise that is devoted to raising funds for the University of Missouri-Kansas City, and for exercising fiduciary responsibility over endowments and other philanthropic investments made to UMKC.

If you are interested in helping grow the culture of philanthropy that supports UMKC, please send your cover letter and resume to: contact@umkcfoundation.org.