

Position Description

UMKC Foundation Assistant Vice President – University Programs

Purpose: Reporting to the President of the UMKC Foundation, the Assistant Vice President – University Programs oversees eight fundraising functions/units. This includes the College of Arts and Sciences, School of Computing and Engineering, Conservatory of Music and Dance, School of Education, Libraries, and Division of Diversity and Inclusion. The AVP also manages the prospect research, stewardship and donor communications functions for the Foundation. His or her role includes leadership, planning and management for these functions including facilitation, implementation and evaluation of strategic direction and overall management of daily operations. The AVP works closely with the unit major gift directors to ensure collaboration, support and strategic alignment of common goals. The AVP also is responsible for managing a portfolio of major gift donor prospects.

Organizational Relationships: The Assistant Vice President – University Programs reports to the Foundation President. As the major gift officer for the UMKC Libraries and the Office of Diversity and Inclusion, this position works closely with the leaders of those units as well as other academic and administrative leaders.

Essential Duties: The Assistant Vice President leads and participates in a comprehensive major gifts program for the UMKC Foundation. His/her time is spent as both a Director of Major Gifts and as a key manager. 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 and develop written strategies, including target amounts and target dates on all actively managed prospects.
- Collaborating with the President and leadership team to develop and implement an overall strategic plan for the solicitation of major gifts to meet the Foundation's goals.

Managerial duties include:

- Leading, directing and supervising eight fundraising functions including four major gift directors, the director of prospect research and the director of stewardship and donor services. Monitors and evaluates directors' productivity and effectiveness based on metrics and goals; engages in frequent interaction with staff, providing clear direction and constructive feedback, coaching and mentoring.
- Works with direct reports to establish and meet individual and team goals; conducts performance evaluations annually.
- Promotes and ensures a team dynamic within the Foundation, including promotion of information sharing, best practices, and creative and innovative techniques that lead to

fundraising success. Fosters a collaborative dynamic with other schools and colleges and the UMKC Advancement staff.

- Works closely and collaboratively with UMKC, Foundation and Advancement operations staffs to assure operational needs are met and support fundraising efforts and promote donor satisfaction.
- Proactively recommends changes in policies, systems and procedures to enhance efficiency and productivity.
- Meets with Deans and Directors to further unit fundraising performance and make suggestions and encourage partnership in meeting objectives and goals.
- Serves as a member of the Foundation leadership team, participating in goal-setting and strategic planning and ensuring collaboration and teamwork across the division.

The successful candidate will have the following experience, education and knowledge:

Education and Experience: A bachelor's degree and eight to ten years of development experience are required. Experience must include fundraising management, major gift solicitations and planned gift solicitations. Preferred qualifications include demonstrated success in supervising a team; knowledge, understanding and experience working with corporate and foundation donors; evidence of having achieved successful results in previous positions; experience building and executing campaigns as well as knowledge of higher education and familiarity with the characteristics of a comprehensive university.

Knowledge of: major gifts moves management, prospect research, stewardship, marketing and communications. 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 and over the telephone; principles and techniques of preparing effective written materials.

Skill in: developing and maintaining cooperative working relationships; leadership, planning, organizing and directing the work of others; adopting existing procedures and developing new approaches; communicating effectively orally and in writing; work effectively and interdependently within the Foundation and the university community; providing strong leadership in the collaborative development and implementation of program policies, regulations and procedures; securing major gifts from individuals; planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes; interacting effectively with academic leadership, faculty, prospects, donors, and volunteers in a wide range of roles; program planning and leadership skills; organization skills; exercising good judgment, demonstrating an understanding of ethics related to development activities, and using discretion in interactions with donors, prospects, volunteers, and others; conducting research, gathering data, analyzing information, and preparing effective, accurate, and timely reports and other documents to support development objectives; outstanding interpersonal skills; presenting effectively to small and large groups; fostering effective working relationships within a team environment; results orientation; creativity; flexibility; ability to communicate and work effectively within a diverse community; database management; budget preparation and fiscal management.

Supervisory Controls: Incumbent must exercise substantial independence of administrative authority and discretion in areas such as program planning, design and implementation. The Assistant Vice President manages three direct reports and multiple vendor relationships.

Guidelines: Guidelines are provided by the goals and objectives of the position, by fundraising strategies and techniques, 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. Incumbent interacts on behalf of the Foundation with donors from all of its various constituencies. Must display a high level of maturity and personal integrity and ability to understand, develop, and sustain resilient and dynamic relationships with donors, colleagues, senior management and students.

Scope and Effect: This position is vital to sustaining the university's core mission – creating and sharing knowledge - which, in turn, affects private giving that enables the University to provide the best education possible to its students—both inside and outside the classroom.

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 and evening/weekend work are necessary for this position.

Salary Range: Commensurate with experience.

UMKC Foundation: The UMKC Foundation is a separate but affiliated enterprise that is devoted to raising funds for the university, and for exercising fiduciary responsibility over endowments and other philanthropic investments made to UMKC. The UMKC Foundation enables a strong, sustained leadership to advance the university's interests.