

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 seven fundraising functions/units. This includes the College of Arts and Sciences, School of Computing and Engineering, Conservatory of Music and Dance, School of Education, Student Affairs and Libraries. The AVP also manages the 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. The AVP serves as the major gift officer for the Division of Student Affairs, the UMKC Libraries, and as the point of contact for the Office of Diversity and Inclusion, the Innovation Center and other University programs, 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:

- Facilitate active relationships with assigned prospects while endeavoring to match UMKC's funding needs with prospects' interests.
- Lead by example in personal work with donors; identification, cultivation and qualification of prospects; solicitation and closure of major gifts sufficient to meet or exceed individual and team goals set annually.
- Collaborate with prospect research staff to evaluate and prioritize donor prospects, creating and maintaining a balanced portfolio for each gift officer reporting to him/her.
- Develop written strategies, including target amounts and target dates on all personally managed prospects, and ensuring the same with the gift officers who report into this position.
- Collaborate 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:

- Lead, direct and supervise seven fundraising functions including four major gift directors, the director of stewardship and support services and the donor relations specialist. Monitors and evaluates directors' productivity and effectiveness based on agreed upon 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 team dynamics within the unit and across 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 other UMKC staff.
- Works closely and collaboratively with UMKC, Alumni Relations and Foundation 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 senior 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 seven or more 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.

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 independently and interdependently within the Foundation and the university community; securing major gifts from individuals, corporations, foundations, and organizations; planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes; 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; budget preparation and fiscal management.

Environmental Demands: This position does not require unusual physical ability. Frequent travel and evening/weekend work are necessary for this position. Must maintain and hold a valid U.S. driver's license. Also, must be willing to travel by airplane.

Salary Range: Commensurate with experience.

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