



Position Description

Director of Major Gifts, UMKC College of Arts and Sciences

Purpose: The Director of Major Gifts for the UMKC College of Arts and Sciences 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. In addition, the Director develops annual fundraising plans based on the school's priorities as identified by the Dean. Serving as the liaison between the College of Arts and Sciences 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 College of Arts and Sciences and its donors; partner with other Major Gift and Advancement Directors to determine the best strategies for effective stewardship of donors; maintain ongoing and active networking with internal (faculty and staff) and external (alumni and donors) constituencies; and oversee recognition events and stewardship for the college's donors.

Organizational Relationships: The Director of Major Gifts has a dual reporting relationship to one of the Foundation's Assistant Vice Presidents and the Dean of the College of Arts and Sciences.

Essential Duties:

1. Prepare and implement strategies to attain development goals and objectives.
2. Manage a portfolio of current and prospective donors with capacity to give \$25,000 or more.
3. Make a certain number of face-to-face visits and total contacts a month (as determined by the Foundation in consultation with the Dean.)
4. Effectively employ the Dean and key faculty as partners in strategy development, donor cultivation, and solicitation.
5. Serve on the Dean's leadership team.
6. Work with advisory boards as they relate to fundraising, alumni and marketing.
7. Ensure the communications and marketing efforts of the unit are coordinated with development and alumni efforts.
8. Work as part of a supportive team of development professionals.
9. Collaborate with university leadership, faculty, alumni and volunteers.

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:

- Creative thinking,
- Demonstrated interpersonal relationship savvy,
- Data analyzation knowledge,
- Articulate speaker and excellent written communication skills,

- Ability to meet goals and objectives,
- Effective organizational and marketing skills,
- Works independently as well as part of a team,
- Familiarity with database computer systems and microcomputer applications.

Education and Experience: A bachelor's degree and a minimum of five to seven years of experience in fundraising or related field are required. Experience in higher education or a comparably complex organization is preferred, as is experience working with volunteer boards and committees.

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 College of Arts and Sciences' ability to meet its goals of providing the best possible education and conducting 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.

Salary Range: \$70,000 - 80,000 depending upon experience

About the UMKC Foundation: The UMKC Foundation is a separate but affiliated enterprise devoted to raising funds for the university 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 resume to:

UMKC Foundation
202 Administrative Center
5115 Oak Street
Kansas City, MO 64112

Or e-mail us at: contact@umkcfoundation.org