



## Executive Director / Major Gifts Director School of Dentistry

### **Purpose**

The Executive Director / Major Gifts Director for the UMKC School of Dentistry leads the fundraising activities of the school in concert with the Dean and serves as the Executive Director of the Rinehart Foundation. 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 School of Dentistry and the UMKC Foundation, the Director of Major Gifts is an integral member of the UMKC Foundation team.

The person in this position must sustain positive and mutually rewarding relationships between the School of Dentistry 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 and external constituencies; and oversee recognition events, marketing and communications and continuing education for the school's donors. Success in this role affects the School of Dentistry's ability to meet its goals and provide the best possible education and conduct life-changing research.

### **Organizational Relationships**

The Executive Director / Major Gifts Director has a dual reporting relationship to one of the Foundation's Assistant Vice Presidents (AVP) and the Dean of the School of Dentistry in concert with the Rinehart Foundation.

### **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. Achieve annual goal for face-to-face visits and total contacts per month (as determined by the Foundation in consultation with the Dean).
4. Effectively employ the Dean as a partner in strategy development, donor cultivation, and solicitation.
5. Serve on the Dean's leadership team.
6. Collaborate with advisory boards to meet fundraising and marketing goals.
7. Ensure the communications and marketing efforts of the unit are coordinated with development and alumni efforts.
8. Staff the Rinehart Foundation Board; duties include strategic planning, financial oversight, fund management and board/volunteer management.
9. Collaborate with the continuing education department with special focus on the annual donor/alumni/CE conference.

10. Mentor staff to create a cohesive team approach to all things related to SOD alumni and donors.
11. Work as part of a supportive team of advancement professionals.
12. Collaborate with university leadership, faculty, and volunteers.

### **Key Attributes**

- Creative and strategically minded
- High degree of personal integrity, discretion, and confidentiality
- Value and utilize data analytics in decisions
- Demonstrated ability to manage interpersonal relationships
- Excellent communication skills, articulate speaker, and skilled writer
- Ability to meet goals and objectives
- Effective organizational and marketing skills
- Ability to work independently as well as part of a team
- Familiarity with database computer systems and desktop applications.

### **Fundraising Abilities**

- Work independently while also working as a member of the university fundraising team.
- Integrate the major gifts program with those of annual giving and alumni relations.
- Initiate, analyze, monitor, evaluate and alter strategic fundraising plans.
- Participate in all aspects of the gift cycle:(1) initiate contacts with major donors; (2) develop appropriate cultivation strategies; (3) move potential donors forward in the giving cycle in a timely fashion and secure major gifts; (4) maintain stewardship contacts with donors.
- Travel nationally

### **Education and Experience**

A bachelor's degree and five years of experience in fundraising or related field are required. Experience with higher education or a comparably complex organization and CFRE designation are 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, Dean and the Rinehart Foundation leadership.

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.

**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**

\$80,000 - \$90,000, commensurate with experience.

**UMKC School of Dentistry**

Founded in 1881, the UMKC School of Dentistry has a deeply rooted reputation for innovation in leadership in dental education. Serving as the only public dental school in a tri-state area, the school provides multiple programs in specialized dental care. Its dental clinics provide more than \$750,000 in uncompensated dental work for the community.

**Rinehart Foundation**

The Rinehart Foundation, founded in 1957, provides important project support for the School of Dentistry and scholarships for its students; it is a key support for ongoing excellence of the school.

**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](mailto:contact@umkcfoundation.org)

The UMKC Foundation is an equal opportunity employer that values diverse perspectives and backgrounds.