



Position Description
Director of Development
School of Science and Engineering

Purpose: The Director of Development for the UMKC School of Science and Engineering leads the school's fundraising activities in concert with the Dean and the UMKC Foundation's Assistant Vice President of Development. Responsibilities include donor visits, proposal development, and soliciting leadership, major, and corporate gifts. 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 Science and Engineering and the UMKC Foundation, the Director of Development is an integral member of the UMKC Foundation team.

The position must sustain positive and mutually rewarding relationships between the School of Science and Engineering and its donors, partner with other Development and Advancement Directors to determine the best strategies for effective engagement and stewardship of donors and maintain ongoing and active networking with internal and external constituencies.

Organizational Relationships: The Director of Development has a dual reporting relationship with the Foundation's Assistant Vice President of Development and the Dean of the School of Science and Engineering.

Essential Duties:

1. Prepare and implement strategies to attain fundraising goals and objectives.
2. Manage a portfolio of current and prospective donors with the capacity to give \$10,000 or more.
3. Cultivate and secure corporate sponsorships to support school and student initiatives; activities may include hosting cultivation events for corporate partnerships on campus, visiting potential corporate sponsors at their workplace, and attending corporate events where there may be opportunities for cultivation activities.
4. Achieve key performance indicators, including substantive visits, proposals, and net production.
5. Effectively employ the Dean as a partner in strategy development, donor cultivation, and solicitation.
6. Serve on the Dean's leadership team and work effectively with unit staff and faculty to stay informed about student, program, and research-centered work.
7. Work with advisory boards as they relate to fundraising and marketing.

8. Ensure the communications and marketing efforts of the unit are coordinated with development and alumni efforts.
9. Work as part of a supportive team of advancement professionals.
10. Collaborate with university leadership, faculty, and volunteers.

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

- Creative thinking,
- Interpersonal relationship savvy,
- Data analysis,
- Public speaking,
- Organization and ability to prioritize work tasks,
- Ability to routinely meet goals and objectives,
- Ability to work independently as well as part of a team,
- Familiarity with database computer systems and applications.

Education and Experience: A bachelor's degree and a minimum of five 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 major gift solicitation, corporate sponsorship, and volunteer boards and committees. CFRE is preferred but not required.

Supervisory Controls: The incumbent must have high independence in accomplishing the position's responsibilities. Goals, priorities, and major and corporate giving projects are reviewed and discussed on an ongoing basis with the Assistant Vice President.

Guidelines: Guidelines are provided by the goals and objectives of the position, by fundraising strategies and techniques, by key performance indicators and 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, personal integrity, and ability to understand, develop, and sustain resilient and dynamic relationships with donors, colleagues, and management.

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

Environmental Demands: This position does not require unusual physical ability. Although considerable pressures exist, little physical exertion is involved; the ability to handle tension and stress positively is required. The physical surroundings or job situation impose no risks or discomforts upon this position. Frequent travel, as well as evening/weekend work, are required.

Salary Range: \$80,000 - \$90,000, commensurate with experience.

About the UMKC Foundation: The UMKC Foundation is a separate but affiliated 501(c)3 nonprofit 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.

About the School of Science and Engineering: The largest academic unit at UMKC, the School of Science and Engineering provides undergraduate and graduate programs in the following areas: computing, analytics, and math; energy, matter, and systems; biological and biomedical systems; and natural and built environment. The newly constructed Plaster Free Enterprise building hosts cutting-edge learning opportunities in its 58,000 square feet, including a high-bay structural lab, virtual and augmented reality equipment, "big data" analytics labs, an energy learning and research facility, a clean-room and scanning electron microscope, and research-grade 3-D printing equipment.

[APPLY NOW](#)

Equal Opportunity Employer

The UMKC Foundation is an equal opportunity employer. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations, or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of this job. If you believe you may have difficulty performing any of the duties or functions of this job, please contact the Office of Affirmative Action at (816) 235-1323.

Know Your Rights

To read more about Equal Employment Opportunity (EEO) please use the following links:

Know Your Rights [English Version](#)

Know Your Rights [Spanish Version](#)

UMKC Foundation Statement on Diversity

We value the uniqueness of every individual and strive to ensure each person's success. Contributions from individuals with diverse backgrounds, experiences, and perspectives promote intellectual pluralism and enable us to achieve the excellence that we seek in learning, research, and engagement. This commitment makes our university a better place to work, learn, and innovate.

In your application materials, please discuss your experiences and expertise that support these values and enrich our teaching, research, and engagement missions.