



Position Description
Director of Development
UMKC School of Humanities and Social Sciences

Purpose: The Director of Development for the UMKC School of Humanities and Social Sciences leads the fundraising activities of the school in concert with the Dean. Responsibilities include donor visits, proposal development, and identification and solicitation of 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 Humanities and Social Sciences 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 Humanities and Social Sciences and its donors; partner with other Development 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.

The Director may also be responsible for major gift fundraising in support of other university-wide priorities, including the Global Engagement and Study Abroad and SPARK programs.

Organizational Relationships: The Director of Development reports to the Assistant Vice President for Development and works closely with the Dean of the School of Humanities and Social 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. Achieve key performance indicators, including substantive visits, proposals, and net production.
3. Effectively employ the Dean as a partner in strategy development, donor cultivation, and solicitation.
4. 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.
5. Work with advisory boards as they relate to fundraising and marketing.
6. Ensure the communications and marketing efforts of the unit are coordinated with development and alumni efforts.
7. Work as part of a supportive team of advancement professionals.
8. Collaborate with university leadership, faculty, and volunteers.
9. Maintain a grants calendar, submit funding proposals to private foundations, and ensure that grant reporting and management are effectively handled.
10. Maintain timely and accurate records for activities, proposals, and related detail in the database/CRM.
11. Work in partnership with the Advancement Director assigned to the SHSS to coordinate ways in which alumni engagement, events, marketing and communications bring alumni into the donor pipeline for major gifts.

Skills 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:

- Three to five years frontline fundraising experience.
- Proven track record of soliciting and closing gifts in the five- and/or six-figure range.
- Campaign planning/execution and major gift solicitations is preferred.
- Experience and the ability to write clear, accurate, persuasive grant proposals and reports.
- Demonstrated interpersonal relationship savvy and the ability to favorably affect sophisticated volunteers and donors.
- Strong initiative to define strategy and workload, and the ability to work both independently and effectively on a team with many diverse constituencies in a university environment.
- Executive functioning skills such as setting agenda and meetings with academic leaders and managing up.
- Strong work ethic, personal integrity, emotional intelligence, excellent communication and organizational skills, strategic thinking and planning skills, and a commitment to the mission and values of the University of Missouri – Kansas City.
- Evidence of a commitment to lifelong learning and professional growth.

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 School of Humanities and Social 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 - \$85,000

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.

About the School of Humanities and Social Sciences: In the School of Humanities and Social Sciences, students pursue a well-rounded course of study in the humanities, social sciences and arts that helps them develop sought-after leadership and career skills such as excellent communication, critical analysis, collaboration and creative problem-solving. The school comprises 10 academic departments and multiple interdisciplinary programs, and offers undergraduate, master's and terminal degrees. In the classroom, students learn from faculty producing world-class research and creative work; outside of the classroom, community engagement and internship opportunities lead to strong connections and job placements.

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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:

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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.