



## UMKC Foundation Position Description Director of Campaign & University Development

**Purpose:** Serving as a member of the UMKC Foundation development team, the Director of Campaign & University Development works closely with the UMKC Foundation President / Chief Advancement Officer, UMKC Foundation Assistant Vice President, campaign consultant(s), and strategic partners around the university, including various schools, units, the office of athletics and other university affiliated non-profits. They are responsible for monitoring and managing execution of the comprehensive campaign as well as major gift fundraising for university-wide funding needs.

**Organizational Relationships:** The UMKC Foundation Director of Campaign & University Development has a direct reporting relationship to the UMKC Foundation Assistant Vice President with a dotted line reporting relationship to the UMKC Foundation President & Chief Advancement Officer. They will serve as a member of the development team.

### Essential Duties and Skills:

- Monitor and manage execution of the comprehensive campaign.
- Work closely with university and UMKC Foundation leadership and campaign consultant(s) to build the architecture around identified university projects.
- Assist the UMKC Foundation President / CAO and Assistant Vice President in managing campaign leadership volunteers.
- Work closely with strategic partners across the university on campaign priorities and funding needs.
- Collaborate with others to manage campaign communications, including the Director of Direct Response.
- Engage with the stewardship team to ensure that all campaign donors are stewarded.
- Collaborate with the special events team regarding all campaign event logistics.
- Secure major gifts for various university-wide funding needs including but not limited to the Women's Council, Agrawal Care Center & Roo Pantry, Study Abroad & Global Engagement office, student veteran services, and various student success programs.
- Assist with major gift work during transitions between development directors.
- Serve as a member of the development team (a group of dynamic, experienced professionals who work with collaborative spirit), attend monthly team meetings + annual retreat, and assist with fundraising goal setting.
- Demonstrate fundraising and/or project experience.
- Regularly complete moderate data entry in donor database and utilize Microsoft Office Suite products.
- Perform all other duties as assigned.

**UMKC Foundation Valued Attributes:** At the UMKC Foundation, we seek team members who share and can perform their work per our valued attributes:

- **Integrity:** Build trustworthy relationships based on the highest ethical standards by using clear, authentic communications.

- **Resilient:** Display the energy and stamina to embrace the challenges and ambiguity of fundraising while maintaining self-confidence, humility, and a sense of purpose.
- **Expert Communicator:** Express self in a manner that creates a deep and meaningful connection with others and empathize with constituents or colleagues using sound judgment and diplomacy. These skills should apply equally to written and oral communications, including presentations.
- **Collaboration:** Provide expert analytical and problem-solving skills to all projects and meet the needs of the group with sound judgment, attention to details, ability to consistently meet deadlines and be expert in written and oral communications.
- **Leadership:** Strategically manage and wisely adjudicate competing priorities. Be willing to mentor and motivate those around you. Embrace innovative solutions with excitement and tenacity.

### Minimum Qualifications:

A bachelor's degree or equivalent combination of education and experience and at least 4 years of experience from which comparable knowledge and skills can be acquired is necessary.

### Preferred Qualifications:

- 10+ years of fundraising or related professional experience.
- Leadership level experience with comprehensive capital campaigns.
- Documented fundraising experience with major, principal and/or planned gifts prospects.
- Understanding of corporate and foundation relations.
- Effective experience with senior level leadership volunteers and committees.
- Advanced degree.
- Experience with Higher Education.
- Certified Fundraising Executive Certification (CFRE).

### Hiring Salary Range:

\$80,000 - \$90,000 per year commensurate with experience, education and internal equity.

### Work schedule:

Full-time, benefits eligible staff position. 8:00 a.m. - 5:00 p.m., Monday – Friday.

Remote work is available, two days per week, after 90 days of employment.

Occasional travel and sporadic evening/weekend work are required.

**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 Assistant Vice President.

**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, the UMKC Alumni Association 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 colleagues and senior management.

**Scope and Effect:** This position has a significant effect on the success of the UMKC Foundation. Effective leadership in this role affects UMKC's ability to meet its goals and provide the best possible education and conduct 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. Travel requirements are minimal.

**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 cover letter and resume to: [contact@umkcfoundation.org](mailto:contact@umkcfoundation.org) Position will remain open until filled.

## [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.