

## Director of Development, Henry W. Bloch School of Management

**Purpose:** The Director of Development for the UMKC Henry W. Bloch School of Management assists in the fundraising activities of the school in collaboration with the Senior Managing Director of Development and the Dean. Responsibilities include donor visits, proposal development, collaborative grant writing, and identification and solicitation of major gifts (more than \$25,000) from individuals, corporations, and foundations.

The position must sustain positive and mutually rewarding relationships between the Henry W. Bloch School of Management and its donors; partner with other Directors of Development, and Alumni Relations 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 for the school's donor activity.

**Organizational Relationships:** The Director of Development reports to the Senior Managing Director of Development and works closely with the Dean of the Henry W. Bloch School of Management.

**Essential Duties:** The Director leads and participates in a comprehensive major and planned gifts program for the UMKC Henry W. Bloch School of Management.

### Responsibilities Include:

- Prepare and implement strategies to attain goals and objectives.
- Manage a portfolio of current and prospective donors with the capacity to give \$25,000 or more.
- Work closely with the alumni director to establish a pipeline of mid-level donors who can grow to become leadership, major gift level, and planned giving donors.
- Meet or exceed annual goals for substantive donor interactions, proposals submitted and results from those proposals.
- Effectively employ the Senior Managing Director of Development, Dean and key faculty as partners in strategy development, donor cultivation, and solicitation.
- Collaborate with advisory boards to meet fundraising, alumni and marketing goals and objectives.
- Ensure the communications and marketing efforts of the unit are coordinated with development and alumni efforts.
- Work with the stewardship team to ensure timely and appropriate stewardship of donors, including assistance with the endowment impact reporting process.
- 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.
- Regularly complete data entry regarding donor interactions + proposal status and utilize Microsoft Office Suite products.
- Perform all other duties as assigned.

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

- Major gifts moves management, planned giving, annual giving, and corporate and foundation grant development.
- Techniques for managing and motivating a variety of individuals, in person, via Zoom, and over the telephone.
- Knowledge of and experience with major gift fundraising campaigns preferred.
- Principles and techniques of preparing effective written materials.
- Creative thinking.
- Demonstrated interpersonal relationship savvy.
- Articulate and persuasive speaker.
- 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 Microsoft suite of products.

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

**Hiring Salary Range:** \$80,000 to \$90,000 per year commensurate on education, experience, and internal equity.

**Full Time Work Status:**

Full-time, benefit 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.

**Preferred Qualifications**

- Five or more years of experience in fundraising or related field
- Certified Fundraising Executive Certification (CFRE).
- Experience with Higher Education
- Documented fundraising experience with major, principal, and/or planned gift prospects
- Must be self-motivated and able to manage multiple tasks at a time.
- Excellent oral, written, interpersonal, analytical, time management, and organization skills.
- Skilled at managing prospects from identification through stewardship.
- Communicate effectively, both verbally and in writing.
- Major gifts move management, planned giving, annual giving, and corporate and foundation grant development.
- Comfort and expertise interacting with high-level professionals and executives.

**About the UMKC Foundation:** The UMKC Foundation is a separate but affiliated 501(c)3 non-profit 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.

**Supervisory Controls:** Incumbent must have a high level of independence and self-initiative in accomplishing the responsibilities of the position. Goals, priorities, and major projects are reviewed and discussed on an on-going basis with Senior Managing Director of Development for the Bloch School of Management and Foundation Development AVP.

**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 confidentiality. Must have 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 Bloch School of Management's ability to meet its goals and provide the best possible education.

**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. Occasional travel and sporadic evening/weekend work are required.

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**About the Henry W. Bloch School of Management:** The Henry W. Bloch School of Management at UMKC is the best choice for 21st century management education, offering undergraduate, graduate, doctoral and executive non-degree education.

Our mission is to develop purposeful, entrepreneurial and innovative leaders to meet changing global demands, and advance knowledge and practice through excellent teaching, scholarship, outreach and service.

Our vision is to be Kansas City's nationally and globally preeminent school of management focusing on entrepreneurial and innovative thinking as the foundation for transforming talent and achieving sustainable growth in for-profit, public and nonprofit enterprises.

Much like the man for whom we're named, Henry W. Bloch, the Bloch School has a strategic focus on twin pillars of excellence: entrepreneurship and innovation in the for-profit sector and social entrepreneurship and innovation in the public and nonprofit sector.

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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:

[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.