



## UMKC Foundation Alumni Director - Bloch

**Purpose:** The department of Alumni Relations and Annual Giving in the UMKC Division of Advancement and Foundations supports involvement and engagement of alumni across the university through events, philanthropy, mentorship of students, activities and by serving as a voice for more than 141,000 alumni who graduated from or attended UMKC. Alumni Relations works in conjunction with the Alumni Association to support, strengthen and unite our robust community of UMKC alumni.

To learn more, visit [UMKC.edu](http://UMKC.edu)

**Organizational Relationships:** The Alumni Director – Bloch has a reporting relationship to UMKC Foundation’s Assistant Vice Chancellor for Alumni Relations and Annual Giving. This position will support the Henry w. Bloch School of Management.

### Essential Duties and Skills:

- In coordination with the Alumni Office and dean, develop and implement a comprehensive advancement strategic plan for the Bloch School that includes alumni relations and engagement, annual fund strategy and fundraising, advancement-related events and activities, and alumni communications.
- Recruit and train volunteer leadership and direct and support activities of the Bloch School’s Alumni Association.
- Work with the university marketing and communications staff to provide strategy, input, and content for communications to alumni and friends of the schools.
- Work with the School’s director of major gifts and development office colleagues in cultivating and pipelining alumni donors.
- Collaborate with the offices of Annual Giving, Advancement Services and Stewardship.
- Provide direction, support and logistics for key externally focused special events at the schools, including alumni awards, alumni events, corporate alumni gatherings, and other events as assigned.
- Develop and execute a comprehensive virtual engagement strategy.
- Other duties as assigned.

### Preferred Qualifications:

- Four or more years’ experience in alumni/constituent relations, volunteer management and/or fund raising/annual giving.
- Must possess strong written and verbal communication skills and be innovative, creative, self-motivated, strategic, proactive and a team player.

**Education and Experience:** Bachelor’s degree from an accredited institution in a relevant field plus four years of experience required in Project Management, Mass Communications, or related field. Experience in non-profit donor relations, higher education or a comparably complex organization is preferred.

**Hiring Salary Range:** \$58,573 – \$75,000 per year, Commensurate with education, experience, and internal equity.

**Work Status:** Full Time, benefit eligible staff position with UMKC Foundation. Flexible schedules and telework arrangements will be available.

**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 AVC.

**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.

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