

**Senior Director of Development, Pharmacy & Nursing / Health Studies**

**Executive Director, Pharmacy Foundation**

**Purpose:**The Senior Director of Development, Pharmacy & Nursing / Health Studies, who also serves as the Executive Director of the Pharmacy Foundation, leads the fundraising activities of the UMKC School of Pharmacy (SOP), Pharmacy Foundation, and the UMKC School of Nursing and Health Studies (SONHS). Serving as the liaison between the School of Pharmacy, the Pharmacy Foundation, and UMKC Advancement and Foundation, the Senior Director of Development will develop fundraising strategies based on the schools’ priorities as well as identify and secure major gifts (more than $25,000) from individuals, corporations, and foundations. This position will also liaise with the fundraising leads for the UMKC School of Medicine and the UMKC School of Dentistry and serve as an integral member of the UMKC Advancement and Foundation team.

This position must sustain positive and mutually rewarding relationships between the SOP, Pharmacy Foundation, SONHS and their respective donors; partner with Advancement staff to determine the best strategies for effective stewardship of donors; maintain ongoing and active networking with internal and external constituencies; and oversee recognition events plus marketing and communications for the school’s donors. Success in this role affects the SOP, the SONHS, and the Pharmacy Foundation’s ability to meet its goals and provide the best possible education and conduct life-changing research.

**Organizational Relationships**

The Senior Director of Development, Pharmacy & Nursing / Health Studies is supervised by UMKC Advancement and Foundations’ Senior Managing Director of Development for the School of Medicine and works closely with the Dean of the SOP, Chair of the Pharmacy Foundation, and Dean of the SONHS.

**Essential Duties:**

* Serve as Executive Director of the Pharmacy Foundation and provide guidance, vision, and direction to the Pharmacy Foundation Board via strategic planning, financial oversight, fund management and board/volunteer management.
* Prepare and implement strategies to attain development goals and objectives; while this work must be independently driven, it should also be part of the fundraising team’s collaborative process.
* Develop and propose solicitation strategies for major gifts, including cultivating relationships, identifying purposes and levels of gifts, and coordinating those involved in solicitations.
* Manage a portfolio of current and prospective donors with capacity to give $25,000 or more.
* Qualify and cultivate prospective donors for multiple units.
* Ensure clear and transparent communication with stakeholders (deans, foundation chair, volunteers) regarding fundraising efforts.
* Work closely with various departments and university leadership to support donor relations and philanthropy.
* Network with alumni, donors, and community organizations.
* Collaborate with advisory boards, faculty, and support staff to promote a culture of philanthropy.
* Achieve annual goals for donor interactions, proposals, and net production.
* Ensure the communications and marketing efforts of the unit are coordinated with development and alumni efforts.
* Collaborate with alumni relations staff, internal SOP and SONHS staff, university leadership, faculty and other support staff to encourage team spirit and culture of philanthropy.
* Work with UMKC, Foundation, and Advancement operations staff to support fundraising operations and enhance donor satisfaction.
* Integrate the major gifts program with those of annual giving and alumni relations.
* Travel nationally as needed for donor visits.

**Skills and Abilities**

* Ability to understand the needs and interests of major donors in order to develop relationships between them and the University.
* Interest in all aspects of education and a dedication to promoting the University’s fundraising priorities through developing excellent working relationships with faculty, senior academic leaders, trustees and other volunteers, and UMKC Advancement and Foundation’s team.
* Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas.
* This officer must be able to work independently while also working as a member of the university fundraising team.
* Ability to initiate, analyze, monitor, evaluate and alter strategic fundraising plans.
* Ability to articulate the case for support so that individuals understand and invest in the vision/mission/goals of the University and the School to secure gifts and pledges of $25,000 or more.
* Excellent oral, written, interpersonal, analytical and organization skills required.
* Knowledge of tax laws that impact charitable giving, personal assets and estates a plus.
* In addition to these general skills, the position requires the ability to participate in all aspects of the gift cycle:(1) to initiate contacts with potential major donors; (2) to develop appropriate cultivation strategies for them, including working with volunteers; (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with donors.

**UMKC Advancement and Foundations’ Valued Attributes:** At UMKC Advancement and 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.

**Required Education and Experience:** A bachelor’s degree and five years of experience in fundraising or related field are required. Management of volunteer board or committees from a comparably complex organization.

**Preferred Qualifications:** Experience with higher education or a comparably complex organization and CFRE designation preferred. Master’s degree in a related field of study.

**Salary Range:** $90,000 - $105,000 Commensurate with experience.

**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 and approval of the Manager. Occasional travel and sporadic evening/weekend work are required.

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**Supervisory Controls:** Incumbent must be capable of working independently to accomplish 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, Alumni, and Advancement teams, 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 significantly affects the success of the UMKC Foundation. Effective leadership in this role impacts 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; the ability to handle tension and stress positively is required. No risks or discomforts are imposed upon this position by the physical surroundings or job situation. Travel requirements are minimal.

**About UMKC Advancement and Foundations:** UMKC Advancement and Foundations 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.

UMKC Advancement and Foundations is an equal opportunity employer that values diverse perspectives and backgrounds.