

Position Description
Director of Major Gifts, UMKC School of Law

Purpose: The Director of Major Gifts for the UMKC School of Law leads the fundraising activities of the school in concert with the Dean. Responsibilities include regular prospect and donor visits, proposal development, and identification and solicitation of major gifts (\$25,000+) from individuals, corporations, and foundations. The Director also maintains ongoing relationships with internal and external constituencies, and provides guidance on recognition events, marketing and communications for the school's donor society. In addition, the Director develops annual fundraising plans based on the school's priorities as identified by the Dean. This position serves as the liaison between the School of Law and the UMKC Foundation.

Organizational Relationships: The Director of Major Gifts has a dual reporting relationship to the Foundation's Assistant Vice President for Professional Schools and also to the Dean of the School of Law.

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.
3. Conduct regular, face-to-face visits and meet a monthly quota for in-person, face-to-face visits (as determined by the Foundation in consultation with the Dean.)
4. Meet an annual fundraising dollar goal, as agreed upon with the Dean.
5. Meet annual Planned Giving goal.
6. Effectively employ the Dean as a partner in strategy development, donor cultivation, and solicitation.
7. Serve on the Dean's leadership team.
8. Work with advisory boards as they relate to fundraising and marketing. Specifically, it will be important to work closely with the Law Foundation and their board members to identify opportunities and build relations.
9. Ensure the communications and marketing efforts of the unit are coordinated with development and alumni efforts.
10. Work as part of a supportive team of advancement professionals.
11. Collaborate with university leadership, faculty and volunteers.

Education and Experience: A bachelor's degree required and three to five years of experience in fundraising is preferred. A Juris Doctorate in Law is preferred. Experience in higher education or a comparably complex organization, experience in working with volunteer boards and committees is preferred.

Scope and Effect: Responsible for gift acquisition, building and maintaining relationships with donors.

Additional Requirements: Frequent travel, as well as evening/weekend work, are required. Must maintain a current driver's license.

Salary Range: Commensurate with experience.

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.

To apply, please send your cover letter and resume to: contact@umkcfoundation.org.