



## **Coordinator Advancement Research**

### University Advancement

#### **OUR STORY**

UMKC, one of four of the University of Missouri campuses, is a doctoral research-intensive public university offering traditional and interdisciplinary programs and serving approximately 14,500 students. The University is well positioned to address the demands of the times in a dynamic city that deserves and requires the benefits that accrue from a strong public university.

The University of Missouri-Kansas City has a broad and inclusive educational mission with specific emphasis in three areas: visual and performing arts, health and life sciences, and urban affairs. UMKC's unique profile includes the College of Arts and Sciences and Schools of Education, Nursing, Business and Public Administration, Medicine, Law, Computing and Engineering, Biological Sciences, Dentistry, Pharmacy, and the Conservatory of Music and Dance.

The University has an institution-wide commitment to diversity and multiculturalism and strives to create a welcoming environment where faculty and staff feel valued for their contribution. The successful candidate will have a genuine enthusiasm for students and the University.

#### **POSITION OVERVIEW**

In general, this position will conduct prospect research in support of University Advancement activities and goals. Responsibilities include:

- Plan and execute strategies to identify corporate, foundation, and individual prospective major gift prospects in support of fundraising initiatives.
- Review and interpret data on prospective donors from all sources, including but not limited to electronic and printed sources, office files, and personal contacts. Utilizes quantitative data, including income, assets, IRS filings, SEC documents, media materials, giving patterns, and philanthropic interests to evaluate each potential donor or volunteer with regard to establishing an estimated gift capacity and propensity to give or volunteer.
- Verify findings of recent wealth screening and fulfill quarterly goals for record reviews and reporting new prospects to the appropriate fundraiser.
- After analyzing the above mentioned materials, to develop and write concise, accurate, and timely research communication devices such as biographical summaries, mini-bios, family trees, and other formats to communicate results of research activities to various audiences based on established guidelines.
- Review and forward any pertinent news articles, press releases, obituaries or other news items as appropriate. Prepare draft of research findings and distribute as appropriate.
- Update the donor database (BSR/Advance) as required based upon research findings and work with Advancement staff to assure all donor proposals and new information has been added.
- Implement creative means of fact-finding, including visiting local libraries and the genealogy center.
- Works collaboratively and collegially as a member of the prospect research team as a positive, solution-oriented professional.
- Other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- A bachelor's degree or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary. May include historical, archival, current events, and genealogy research.
- One to two years experience in informational research and public relations is required.

**Preferred Qualifications:**

- Knowledge of modern office practices and demonstrated ability to both independently and as a team member.
- Demonstrated ability to prioritize work and manage multiple, diverse priorities while meeting deadlines.
- Possess an understanding of fundraising process and terminology or the general duties of a prospect researcher.
- Ability to navigate internet search engines.
- Ability to create creative communication pieces using Microsoft Office products and excel spreadsheets.
- Experience with ADVANCE desirable as well as BLACKBAUD or Target Analytics wealth screening results.
- Must be able to maintain confidentiality of University records and practice ethical data storage means.

**SALARY AND BENEFITS**

UMKC offers a competitive salary, \$12.11 - \$16.50, affordable medical and dental plans (no waiting periods), 403(b) savings plan, tuition assistance (75% of educational fees paid), and University paid long-term disability and life insurance benefits.

**HOW TO APPLY**

Application Deadline: August 5, 2010. Apply online: [www.umkc.edu/jobs](http://www.umkc.edu/jobs). It is the fundamental policy of UMKC to provide equal opportunity regardless of race, creed, color, sex, sexual orientation, national origin, age, Veteran status or disability status in all education, employment and contracted activities. All final candidates will be required to successfully pass a Criminal Background Check prior to beginning employment.