Job Title: Director of Development II - Emory Libraries
Job Requisition ID: 27836BR
Division: Ofc of Dev & Alumni Relations
Department: 037000:DAR: University Development
Full/Part Time: Full-Time
Regular/Temporary: Regular
Minimum Hourly $: 33.076923
Midpoint Hourly $: 46.009615
Minimum Annual $: 68800
Midpoint Annual $: 95700
Job Description: JOB DESCRIPTION: Plans, directs and coordinates funding activities for a specific division or school in support of students, programs and facilities. Seeks major gifts from individuals, corporations and foundations through donor correspondence, event/reception planning and personal visits. Maintains an active schedule of solicitation, cultivation and stewardship calls to donors and new prospects. Coordinates public relations, donor relations, budget management and the generation of publications and proposals. Provides ongoing feedback to employees concerning their performance. May direct and monitor alumni relations work, including responding to alumni needs and requests. May supervise clerical, professional and volunteer staff. Performs related responsibilities as required.
MINIMUM QUALIFICATIONS: A bachelor's degree. Six years experience in higher education, development, fund raising or equivalent experience in a non-profit institution. Effective written and oral presentation skills.
Additional Job Details: This position will serve as the lead development officer for the University Libraries.
This position involves: Not Applicable