The MIT Libraries seek an enterprising individual to provide dynamic leadership of its Resource Development program, including the planning and implementation of a strategic development plan.

**RESPONSIBILITIES:** The Director oversees all components of the Libraries’ Resource Development program: identifying, cultivating and soliciting major donors; managing stewardship tasks and initiatives; enlarging the annual donor base and overseeing/managing annual fund activities; identifying and developing funding opportunities from a variety of sources including grants and foundations; planning and executing events and publications related to fundraising; and providing and updating all relevant donor/prospect records. S/he will be responsible for sustaining strong, collaborative relationships with MIT’s central Resource Development staff and School Development Officers for the exploration and identification of prospective partnerships; developing and coordinating appropriate fundraising strategies; and maximizing the effectiveness of the Libraries’ development efforts within the context of campus-wide development efforts. The Director will solicit and obtain gifts from individuals, alone or in combination with the Director of Libraries and other representatives of the Institute.

The Director of Development reports to the Director of Libraries and works in close partnership with other members of the Libraries’ senior management team to define and prioritize funding needs in accordance with the Libraries’ strategic priorities. This position is a regular contributor to the Library Council, which is comprised of department heads and directors from all areas of the Libraries. The Director of Development is directly supported by a part-time administrative assistant, and works closely with the Libraries’ Communications Officer on resource development communications and activities.

**QUALIFICATIONS:***

**Required** –
- Bachelor’s degree and at least five years resource development experience which demonstrates substantive growth, contribution and achievement.
- Proven record of securing and strengthening effective relationships with major donors, including development of cultivation strategies, direct solicitations, and closing gifts.
- Demonstrated success in planning, articulating, and implementing a strategic development plan, and moving projects from idea to implementation.
- Capacity for innovation and strategic thinking.
- Well-cultivated human relations skills and exceptional written communication skills.
- Superb organizational skills and ability to handle a variety of responsibilities simultaneously and successfully.
- Demonstrated capacity to deal effectively, with poise and confidence, with potentially large benefactors of the Institute.
- Ability to network, negotiate and work successfully within a broad and challenging resource development environment.
- Knowledge of proposal preparation for sponsored research and foundation grants.
- Supervisory experience.
- Demonstrated ability to engage, motivate and lead staff at all levels in Resource Development efforts.
- Ability to commit to occasional travel and participation in evening and weekend work-related activities.

**Preferred** –
- Advanced degree.
- Understanding of/experience with fundraising for academic research libraries.
- Experience planning and implementing a capital campaign.

*(over)*
• Knowledge of MIT.
• Familiarity with the science and engineering environment.

**SALARY AND BENEFITS:** MIT offers a competitive salary, excellent benefits including a choice of health and retirement plans, a dental plan, tuition assistance and a relocation allowance. The MIT Libraries afford a flexible and collegial working environment and foster professional growth of its staff with management training and travel funding for professional meetings.

**APPLICATION PROCESS:** Apply online at: [http://hrweb.mit.edu/staffing/](http://hrweb.mit.edu/staffing/). Please include cover letter, resume, and contact information for three references. Review of applications will begin October 1, 2012 and will continue until position is filled.

MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates.

The MIT Libraries support the Institute's programs of research and study with holdings of more than 2.9 million print volumes and 3.1 million special format items, and terabytes of MIT-owned digital content. In addition, rare special collections, Institute records, historical documents, and papers of noted faculty are held in the Institute Archives and Special Collections. Library resources and services are accessible to students and researchers through the Libraries’ website ([http://libraries.mit.edu/](http://libraries.mit.edu/)), and library spaces are widely available for both collaborative work and quiet study. Traditional library resources are supplemented by innovative services for bioinformatics, GIS, metadata, social science data, and research data management services, as well as multimedia facilities and services for video production, conferencing, webcasting and distance education. The Libraries utilize the Ex Libris Aleph system for its public Web-based catalog and as the support system for user service and processing functions. DSpace@MIT, a digital repository developed over the past ten years by the MIT Libraries, serves to capture, preserve and communicate the intellectual output of MIT’s faculty and research community. Other MIT repositories include: Dome, a second DSpace instance, providing access to a sizable image collection and other digital collections owned by the MIT Libraries; the MIT Geodata Repository for a diverse collection of GIS Data; and MIT’s DataVerse for licensed social science datasets.


Through a culture that encourages innovation and collaboration, the MIT Libraries are redefining the role of the 21st century library – preserving and making collections more accessible than ever before, and shaping the future of scholarly research. Libraries’ staff, at all levels, contribute to this spirit of innovation and to the mission of promoting learning, discovery and the advancement of knowledge at MIT and beyond. “Reinventing the Research Library: The MIT Libraries in the 21st Century” is a short video that looks at how the MIT Libraries are expanding beyond their traditional role to shape the research library of the 21st century –creating innovative services, reaching out to students and faculty, and leading efforts to increase global access to MIT’s scholarly work.

*August 2012*