Texas Tech University Libraries
Development Officer

Summary of Position

The Libraries development officer’s primary responsibility is to discover, cultivate, solicit and steward individuals, corporations, and foundations with the potential to make significant gifts to the Texas Tech Libraries while upholding standards of integrity and confidentiality. The development officer position is best suited to a fast-paced, high energy individual who is a self-starter and goal driven. Overnight travel is required and commonly takes place a few nights each month.

The development officer reports directly to the Dean of Libraries and will work closely with the Associate Vice Chancellor of Institutional Advancement to accomplish agreed upon fundraising projects and goals. Specific fundraising goals are established annually through an individual Work Plan. Success is measured through these quantifiable metrics and goals.

The development officer is expected to approach the job with a philosophy of development, defined as “the total process by which an organization increases public understanding of its mission and acquires financial support for its programs”.

The main expectation is to work with prospective donors to match their desires with those of the university, colleges and programs within Texas Tech University.

Responsibilities

Plan, develop and implement a comprehensive development program that includes annual giving, major giving, planned giving, and special events.

Maintain an active schedule of solicitation, cultivation, and stewardship calls to donors and new prospects. Move prospects through cultivation cycle (discovery, cultivation, asks, stewardship).

Write a variety of documents, including but not limited to, proposals, gift agreements, correspondence, and contact reports.

Work closely with faculty and classified staff regarding funding/granting projects and priorities. Work closely with the Dean of Libraries in development efforts. Work closely with Libraries Communications and Marketing department.

Engage in effective interpersonal relationships; work cooperatively with the Libraries faculty and staff and Texas Tech Institutional Advancement team as appropriate. Collaborate with other colleges/units on campus in development efforts.

Attend all functions of the Libraries as well as Institutional Advancement. Attend athletic, academic and other events in and out of town as appropriate; hosts President’s Suite and Chancellor’s Suite for various athletic events on campus as appropriate.

Supervise administrative staff.
Qualifications

Bachelor's degree plus three years development or sales related experience. Additional education may substitute on a year for year basis for experience.

Preferred Qualifications

- A minimum of three (3) years fundraising or related experience
- Master of Library Science degree from an accredited ALA institution
- Exceptional interpersonal, verbal, writing, and presentation skills
- Exceptional initiative and the ability to work with limited direct supervision
- Excellent time management and multi-tasking skills
- The ability and willingness to travel; sometimes 2-3 days per week
- A good knowledge of and/or ability to learn all aspects of fundraising including annual giving, planned giving, campaign management, and strategic planning
- Demonstrated competency in Microsoft Office and an aptitude to learn the Advance database system

Application Information: To apply for this position, please visit the Texas Tech University Personnel site at: [http://www.depts.ttu.edu/hr/workattexastech/](http://www.depts.ttu.edu/hr/workattexastech/). Please fill out the electronic application and attach a cover letter indicating qualifications and interest in the position, current vita, and names and contact information of three references. Review of applications will continue until position is filled.

Texas Tech is an Affirmative Action/Equal Opportunity Employer. We strongly encourage applications from women, minorities, persons with disabilities, and veterans, and we consider the needs of dual career couples. We actively encourage applications from all those who can contribute, through their research, teaching, and/or service, to the diversity and excellence of the academic community at Texas Tech University.