Director of Library Development

Application Link: http://jobs.unt.edu/applicants/Central?quickFind=58933
Position Number 00002405
Job Open Date 09-10-2013
Job Close Date Open Until Filled

SUMMARY OF POSITION
Reporting to the UNT Dean of Libraries, the Director of Library Development provides overall direction for the UNT Libraries’ strategic fundraising programs, including major and planned gifts from individuals, corporation gifts, sources for annual operating and other program funds, and support for special events. The Director of Library Development provides senior-level development expertise to the Dean of Libraries for achieving the UNT Libraries’ long- and short-term fundraising goals. This engaged leader is also expected to implement a robust plan for growth of donations that ideally achieves several hundred thousand dollars annually by the third or fourth year of his/her service. Under supervision of the Dean of Libraries, the Director of Library Development works closely with the university’s Division of Advancement providing fundraising and gift support to the UNT Libraries.

Working with the Dean of Libraries, the Director of Library Development sets annual goals and strategies for raising funds and uses a campus wide strategic relationship management system for tracking achievement and stewardship. The Director of Library Development assists the Dean of Libraries in the UNT Libraries’ fundraising activities and provides advice in strengthening the UNT Libraries’ fundraising capacity, develops a culture of philanthropy in the library, and works collegially with other campus units.

RESPONSIBILITIES

- Plan, develop and implement a comprehensive development program that includes annual giving, major giving, planned giving, corporate support, and special events.
- Develop and implement a progressive philanthropic plan that achieves growth and sustainability.
- Build and maintain a portfolio of approximately 100 major prospects and make a minimum of 10 to 15 documented personal calls and visits per month. Present an average of 2-3 solicitations a month.
• Oversee special fundraising initiatives at the Dean of Libraries’ direction, special fundraising programs for capital and/or endowment campaigns, and university comprehensive campaigns.

• Oversee an effective and timely donor stewardship program that provides efficient and productive communication between donors, Library Divisions, and the UNT Division of Advancement, and other stakeholders.

• Develop and support gift recognition programs.

• Maintain open and ongoing communications with the Dean of Libraries, providing complete and accurate activity reports, revenue forecasts and situation analyses on a regular basis.

• Work closely with the Dean of Libraries and other relevant leaders to assist in the budget process by creating a cohesive development plan with clear financial goals.

QUALIFICATIONS

• Bachelor’s degree

• At least five years of professional experience leading successful fundraising efforts, including the ability to cultivate gifts from donors in the region and nationwide

• An appreciation and general understanding of the principles of fundraising within a major research university, and an abiding interest in the importance of libraries in society

• Significant achievement in the areas of annual giving, major giving, planned giving, and corporate giving, including solicitation of six- or seven-figure gifts

• Proven ability to achieve targeted fundraising goals by means of strategic positioning, flexible direction and team-oriented leadership

• A self-starter with significant achievement in gift solicitation and with the ease and skill in conveying the Library’s mission to a wide variety of constituencies.

• Excellent communication skills, including strong written, verbal, and presentation skills.

• A self-confident, team player with a good sense of humor and strong interpersonal and motivational skills who can work collaboratively with persons across disciplines and at all levels.

• Has social skills and desire to engage with current and potential donors and maintain a consistent presence in the philanthropic community.

• Experience with prospect/donor management fundraising software applications.

• Ability to travel as needed and attend evening and weekend events and fundraising activities.