The Washington State University Libraries are now accepting applications for the position of Development Director. The closing date is March 9, 2014. Please forward and widely distribute this announcement to anyone you know who may be interested or to any appropriate distribution lists that you belong to.

The required online application and additional details can be found here: https://www.wsujobs.com/postings/8969

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Development Director

Position Details: Full-time, 12-month
Posting Close date: March 9, 2014
Work Location: Pullman, Washington
Salary: Depends on experience.
Applicant documents required, in addition to online application: Curriculum Vitae, Cover Letter, Reference Contact Information

Summary of Duties:
The Director of Development provides leadership and management of the planning, execution, marketing and evaluation of fundraising and development-related activities for the three WSU Pullman Libraries, as well as direction of professional development staff and volunteers. Functions include but are not limited to: major gift fundraising; establishing fundraising goals and means to achieve them; planning and executing donor cultivation and stewardship events and public contact programs designed to promote understanding of the Libraries’ activities; actively managing (including personal solicitations) a portfolio of major gift prospects; managing the development budget and staff; and representing the Libraries and the University to internal and external constituents.

Required Qualifications:
A Bachelor’s degree AND six (6) years of progressively responsible experience which includes three (3) years of full-time professional fund raising experience and at least two (2) years in an institution of higher education. Demonstrated success in proposal writing and submission, evidence of ability to plan and execute a fund drive (i.e. responsibility for a project from conception to realization), demonstrated success in face-to-face solicitations of gifts of $25,000 or more OR comparable experience. Comparable experience includes six (6) years of progressively responsible full-time sales, marketing, public relations, or advancement experience which has involved direct, face-to-face contact with clients, customers, prospective customers and members of the public, program oversight and management, clearly defined goals and objectives and a demonstrated track record of success may be substituted for the experience requirements. A Master’s degree in a related field may be substituted for up to one (1) year of the required experience.
Additional Requirements:
Ability to travel and have, or be able to obtain, a valid unrestricted driver's license.
Ability to work a flexible schedule, including nights and weekends.

Preferred Qualifications:
Demonstrated computer software skills, including the ability to use office software, such as databases, spreadsheets, word processing.
Experience leading or supervising the work of others.
Demonstrated ability to work collaboratively and build relationships with colleagues, co-workers, and volunteers.
Experience in using fundraising software such as Advance and Auction Pay.

This position has been designated by the department to require a background check.

EEO/AA Statement
WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU is committed to excellence through diversity and faculty-friendly policy action, including partner accommodation and NSF ADVANCE Institutional Transformation programs (http://www.advance.wsu.edu/).

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

WSU is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or hrs@wsu.edu.