POSITION VACANCY ANNOUNCEMENT

POSITION: Development Assistant

REPORTS TO: Director of Development

SALARY: $17.46 hourly; Actual rate will reflect experience and credentials

REQUISITION #: 509963

DEADLINE DATE: March 7, 2019 – applications will be reviewed as received

JOB SUMMARY
The Development Assistant is an integral part of a small Development team in the George A. Smathers Libraries at the University of Florida. The Development Assistant has considerable autonomy and uses self-direction in carrying out daily tasks and implementing projects, while keeping the DO, Associate DO and Executive Assistant informed of progress. The main functions of the position are to provide general and varied administrative support; assist in the implementation of fundraising initiatives and events to help foster philanthropy and steward donors; and provide general support for the Libraries’ Administration Office reception area.

RESPONSIBILITIES

Development Office Support
- Maintains accurate calendar for the Director of Development & External Relations (DO) and Associate Director of Development & External Relations (ADO); determines priorities for meetings; schedules meetings; confirms meetings; cancels meetings when needed. Schedules preparatory and debrief time on calendar and anticipates the same for meetings, which requires more attention. Monitors and updates contact information in Outlook.
- Coordinates travel arrangements, arranges for appropriate research and background material to be gathered, prepares travel memo for briefings prior to travel, and prepares detailed itineraries for trips. Makes hotel reservations and arranges for ground and commercial air transportation when needed for extended travel.
- Assists with development and justification of operating budget, monitors annual operating budget and provides periodic reports. Maintains financial records, prepares disbursements requests, invoice payments, and travel expense reports verifying for accuracy and appropriateness before submitting for final signature.
- Processes all incoming and outgoing correspondence and information in an efficient manner and keeps track of deadlines for development mailings, reports, events and projects.
- Reviews all letter templates and forms on an ongoing basis to ensure accuracy.
- Assists with the completion of quarterly reports, annual performance plans, and other reports as required by UF Advancement and the Dean of University Libraries.
• Attends meetings of the DO, ADO, and the Dean of University Libraries, as needed.
• Serves as a central information source regarding development policy, practice and events within the Libraries and UF Advancement as well as library donors and volunteers.
• Maintains procedural guidebook for position.
• Assists DO and ADO in managing receipts and processing of gifts received by the Libraries, including:
  o Conducts research and drafts reports on donors, gifts, and fund expenditures as needed by the DO and Associate DO and Dean of University Libraries while properly handling sensitive information.
  o Compiles databases of active donors for use in publications, administrative planning, events, and reports;
  o In the absence of the Administrative Support AST I, performs fiscal duties which include fund transfers, vendor payments, travel reimbursements, and deposits; and
  o Prepares fiscal reports as requested by the DO and Associate DO and Dean of University Libraries.

Fundraising Initiatives
• Prepares acknowledgement letters and other donor correspondence and ensures follow-up on requests for information and materials.
• Assists in managing the Libraries’ gift in-kind program, which requires extensive collaboration with the Libraries’ Gifts and Exchange department as well as Advancement’s Legal, and Gift and Records departments; works with appropriate curators to ensure the accuracy of the Deed of Gift and Internal Valuations when no independent appraisal is provided.
• Works with the DO, ADO and Dean of University Libraries on the Annual Endowment reports project which entails revising the endowment letter, compiling annual use reports from the respective curators, and drafting and printing letters as instructed by Advancement.
• Works in compiling the list of library donors invited to the President’s Box for home football games as well as coordinating purchases of football and basketball game tickets as requested by DO and ADO and Dean of University Libraries.
• Provides support for the Friends of the Libraries annual giving program under the supervision of the ADO; coordinates solicitation mailings, the acknowledgment and membership process and assists members.
• Provides support for the Friends of the Panama Canal Museum Collection at the University of Florida by processing payments, maintaining membership records, coordinating the acknowledgement process, creating and distributing membership cards, and managing the online membership form. Assists with other initiatives concerning the Panama Canal Museum Collection on as needed basis.
• Assists the ADO in managing the Libraries Books of Honor program which requires collaborating with librarians to select the books, creating physical bookplates, requesting the virtual bookplates, and drafting acknowledgement letters.

Events
• Assists in planning and implementing of meetings and events, including:
  o Special events, projects, committee meetings and initiatives, which entails collaborating with library staff and committees.
  o Coordination of invitation mailings, managing catering, parking reservations, compiling mailing lists and RSVPs, and overseeing set-up and breakdown of events.
  o Compose and manage general correspondence; coordinate meeting details such as agendas, handouts, logistics, and verbal reminders; attends meetings; completes meeting follow-up details, including preparation of minutes; and other activities in support of the Library Leadership Board (LLB).
• Serves as liaison with UF Advancement with preparation of events and meetings, as needed.

Other Duties as Assigned
Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions related to this position. Serves on committees and participates in staff development opportunities and training activities as needed to broaden and improve skills.
QUALIFICATIONS

Required:
Bachelor’s degree or an equivalent combination of education and experience.

Preferred:
- Minimum of two years of high-level administrative experience.
- Excellent interpersonal, oral and written communication skills; service-oriented; and ability to work collegially and interact effectively with a diverse constituency.
- Professionalism in appearance and demeanor.
- Proven ability to maintain confidentiality.
- Demonstrated skills, understanding and commitment to meeting deadlines and managing multiple priorities.
- Strong organizational and analytical skills with attention to detail and ability to work independently with a high level of accuracy.
- Commitment to contributing to a respectful and caring community and work environment for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives.
- Willingness to learn new ways to accomplish work, building commitment and mobilizing action.
- Strong team player with flexibility.
- Experience organizing, planning, and executing events involving up to 100 people.
- Project management experience in a data-driven environment.
- Working knowledge of Microsoft Word, Excel, Outlook, and Access.
- Working knowledge of a donor database, contact management and tracking system.

THE UNIVERSITY OF FLORIDA

The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 Senator Paul Simon Award for Comprehensive Internationalization. UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015” and 9th among “Top Public Schools” in U.S. News and World in 2017. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state’s preeminent institution which grew into an opportunity to achieve national and international recognition for the University’s work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu

UNIVERSITY OF FLORIDA LIBRARIES

The libraries of the University of Florida form the largest information resource system in the state of Florida. The UF Libraries consist of seven libraries on the Gainesville campus and three off-campus facilities; six of the campus libraries, and all of the off-site facilities, are in the system known as the George A. Smathers Libraries at the University of Florida. The remaining library is the Lawton Chiles Legal Information Center. Collectively, the UF Libraries (the Smathers Libraries and the Legal Information Center) hold or provide access to over 6 million print volumes, 8.1 million microfilms, 1.5 million e-books, over 145,000 full-text electronic journals, 827 electronic databases, 1.3 million documents and 1.4 million maps and images.

The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery collections. The UF Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), and the Association of Southeastern Research Libraries (ASERL). The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at http://www.uflib.ufl.edu/orgchart.pdf.
The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries' commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom.

COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2015, Gainesville was named the “Best Midsize College City in America” by WalletHub and ranked no. 7 on Livability.com “Top 10 College Towns”. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the Gainesville Awards and Recognition link. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling Greater Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive. Gainesville is an affordable city and area to live in – using a cost of living calculator you can compare cities across the United States. See how affordable Gainesville really is!

BENEFITS
Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at http://hr.ufl.edu/benefits/. UF offers a comprehensive new online benefits tool called ALEX to help employees and prospective employees review benefit choices at UF.

APPLICATION PROCESS
To apply, submit 1) a cover letter detailing your interest in and qualifications for this position; 2) your current resume or CV; and 3) a list of three references including their contact information (address, telephone number, and email). Apply by March 7, 2019 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition # 509963. Failure to submit the required documents may result in the application not being considered. If you have questions about the application process please contact Tina Marie Litchfield, tlitchfield@uflib.ufl.edu.

AFFIRMATIVE ACTION/EEO
The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: http://hr.ufl.edu/data-card/. This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.