

Position Descriptions

NORTH CAROLINA STATE UNIVERSITY LIBRARIES
VACANCY ANNOUNCEMENT
Executive Director of Development, NCSU Libraries

The NCSU Libraries has a well-earned reputation for creating adventurous library spaces and innovative services that delight today's students and researchers. The award-winning [James B. Hunt Jr. Library](#), opened in 2013 on NC State's [Centennial Campus](#), offers faculty and students access to advanced technologies such as large-scale visualization, simulated environments, 3D imagery, and interactive computing that are enabling revolutionary ways to see and use information. An iconic building that captures NC State's spirit of innovation in education and research, the Hunt Library is recognized as one of the world's most creative learning and collaborative spaces and a model for "the library of the future". The D. H. Hill Library combines the best of tradition and innovation, housing special collections and a beautiful gallery alongside vibrant, experiential spaces such as the Learning Commons, Technology Sandbox, Visualization Studio, and Makerspace. If you are a person who would like to provide a new generation of library users with everything they can imagine and more, consider applying for this position.

The NCSU Libraries invites applications and nominations for the position of **Executive Director of Development**. The Executive Director leads the complete range of development activities related to the NCSU Libraries, including planning, managing, and implementing an annual operating plan and budget designed to attain the development goals and objectives of the Libraries within available resources. Preparation and implementation of a comprehensive major gift program that generates individual and corporate donors and other philanthropic support on a continuing basis to achieve goals of the Libraries is an essential part of this responsibility.

The Executive Director will propose and lead strategic initiatives to identify, qualify, prioritize, cultivate, solicit, recognize, and steward donors and prospects, as well as collaborate with and support volunteers and other leaders in their related fundraising efforts. A major responsibility is to provide innovative leadership, oversight, and strategic direction to the Assistant Director of Development, who implements the major gifts program for the Libraries, to the Director of the Friends of the Library, who carries out the annual fund drive, and a half-time Fellow assigned to Foundation and Corporate fundraising.

The Executive Director reports to the Vice Provost and Director of Libraries with a dotted line reporting relationship to the Associate Vice Chancellor for University Advancement

Responsibilities also include:

- Collaborating with the Director and other library administrators to develop annual fundraising goals and plans, monitoring progress against goals, and producing reports on progress
- Directs all fundraising campaigns and initiatives
- Partnering with library and university marketing and communication staff to ensure that publications and websites inform and motivate the Libraries' constituents
- Managing fundraising efforts using best practices and with accountability and transparency
- Representing the NCSU Libraries in its membership in DORAL

Key Skills and Characteristics

The successful candidate will be a seasoned development professional with significant leadership experience in a complex university or not-for-profit environment. Successful candidates must have the following experience and/or capabilities:

- A proven record of successful fundraising from individuals, corporations, and foundations for restricted and unrestricted gifts; personal involvement in financial resource development; and capability to develop relationships that will benefit the college and the foundation

NORTH CAROLINA STATE UNIVERSITY LIBRARIES

Executive Director of Development

- Comprehensive knowledge of the fundraising profession including an understanding of the legal instruments and plans used to enhance the benefits for the donors and the institution, the fundraising process from identification to stewardship, and models to engage alumni
- The ability to work effectively with the Vice Provost, the University Development Office, the Board of the Friends of the Library, and internal and external constituencies of the Libraries
- A reputation as a collaborative team player and respectful of the mission, history, traditions, and goals of the NCSU Libraries
- A proven leader at an executive level with the ability to recruit, train, and motivate colleagues, volunteers, and staff
- A clear understanding of financial matters, systems, and processes employed by a best practices institutionally related foundation and an appreciation of the growing role of information technology in these processes
- An appropriate level of self-assuredness and good judgment with excellent communication and organizational skills and the ability to prioritize and manage in a multi-task environment
- Demonstrated leadership ability including team motivation in a fast-paced environment through mentoring, goal-setting, and strategic planning

Required qualifications:

- Bachelor's degree required, advanced degree preferred
- A minimum of 7 years of successful fundraising experience, preferably in higher education or an institutionally-related foundation
- Relevant success in a leadership role; significant managerial accomplishments with visionary and administrative components
- Expert knowledge of the principles, practices, and ethics of successful fundraising
- Demonstrated success in securing major gifts from individuals, foundations, and corporations
- Ability to take academic priorities and translate them into development opportunities
- Successful track record in promoting fundraising priorities through the development of effective working relationships with faculty, senior academic leaders, trustees, volunteers, donors, and the central development team
- Demonstrated interest in the mission and objectives of a university library
- Excellent listening, oral and written communication, interpersonal, and relationship-building skills
- Ability to multi-task and prioritize to achieve goals
- Computer literacy and competency with electronic donor information systems
- Willingness to travel and work evenings and weekends as needed

The Libraries, the University, and the Area

The NCSU Libraries has been recognized with numerous national and international awards, including the first Association of College and Research Libraries **Excellence in Academic Libraries Award**; the **Stanford Prize for Innovation in Research Libraries** and the **American Institute of Architects/American Library Association Building Award** for the Hunt Library; two **John Cotton Dana Library Public Relations Awards**; and *Library Journal's Librarian of the Year, Paraprofessional of the Year, and six Movers and Shakers* awards. The library system consists of the D. H. Hill Library, the James B. Hunt Jr. Library, and branch libraries for design, natural resources, and veterinary medicine. With a staff of almost 300 FTE, the Libraries has more than 4.6 million volumes in its collection and has a total annual budget of over \$30 million. The Libraries is the host site for NC LIVE, a multi-type library initiative making digital resources accessible to North Carolina residents.

The NCSU Libraries is a member of the Association of Research Libraries, the Digital Library Federation, the Coalition for Networked Information, the Scholarly Publishing and Academic Resources Coalition, the Council for Library and Information Resources, and the Center for Research Libraries. Duke University, the University of North Carolina at Chapel Hill, North Carolina Central University, and North Carolina State University form the Triangle Research Libraries Network (TRLN), with combined resources exceeding 17 million volumes and collections budgets totaling more than \$40 million.

North Carolina State University is dedicated to excellent teaching, the creation and application of knowledge, and engagement with public and private partners. By uniting its strength in science and technology with a commitment to

NORTH CAROLINA STATE UNIVERSITY LIBRARIES

Executive Director of Development

excellence in a comprehensive range of disciplines, NC State promotes an integrated approach to problem solving that transforms lives and provides leadership for social, economic, and technological development. NC State offers degrees through the Colleges of Agriculture and Life Sciences, Design, Education, Engineering, Humanities and Social Sciences, Management, Natural Resources, Sciences, Textiles, and Veterinary Medicine. As the largest academic institution in the state, NC State enrolls more than 34,000 students, offering bachelor's and master's degrees in more than 110 fields of study and doctoral degrees in 61 disciplines. The university is ranked third among all public universities (without medical schools) in industry-sponsored research expenditures and has more than 660 active patents. NC State's burgeoning [Centennial Campus](#) aims to be the premier destination for innovative collaboration between business, research, and education.

North Carolina's Research Triangle of Raleigh, Durham, and Chapel Hill lies between the mountains of the Blue Ridge and the shores of the Outer Banks. One of the nation's premier concentrations of academic, corporate, and public research, the area combines moderate year-round temperatures, rolling hills, championship college athletics, and a rich diversity of cultural events. The Triangle consistently ranks high on lists of desirable American communities. *BusinessWeek* rated Raleigh as "the best American city" in 2011, and recent rankings by *Forbes* name the Triangle as the number-one place for business and careers and as the number-two spot for young professionals.

Salary and Benefits

The Libraries offers a highly competitive salary in recognition of applicable education and experience for this position. Librarians have non-tenure track faculty status (without levels of rank). Benefits include: 24 days vacation, 12 days sick leave; State of NC preferred provider medical insurance, and state, TIAA/CREF, or other retirement options. Additional and optional dental, life, disability, deferred compensation, and legal plans are offered. Tuition waiver program for all campuses of The University of North Carolina is available. More benefits information is available at http://www.ncsu.edu/human_resources/benefits/

Application process and schedule

Applications will be reviewed upon receipt; applications will be accepted until finalist candidates are selected. Candidates are encouraged to apply as soon as possible to receive full consideration. The nomination committee may invite candidates for confidential, pre-interview screenings. Appointment requires successful completion of background check. This position is available immediately; start date is negotiable.

Applicants must apply through the NC State University online employment website at <http://jobs.ncsu.edu/postings/41702>. Complete application, attach cover letter and résumé, and provide contact information for four current, professional references. For assistance with this process contact NCSU Libraries Personnel Services Office (919) 515-3522.

Affirmative Action/Equal Opportunity Employer

NC State welcomes all persons without regard to sexual orientation or genetic information

Persons with disabilities requiring accommodations in the application and interview process please call (919) 515-3148.

9/14

NORTH CAROLINA STATE UNIVERSITY LIBRARIES

Director of Development, Major Gifts

NORTH CAROLINA STATE UNIVERSITY LIBRARIES

VACANCY ANNOUNCEMENT DIRECTOR OF DEVELOPMENT, MAJOR GIFTS

The NCSU Libraries has a well-earned reputation for creating adventurous library spaces and innovative services that delight today's students and researchers. The award-winning [James B. Hunt Jr. Library](#), opened in 2013 on NC State's [Centennial Campus](#), offers faculty and students access to advanced technologies such as large-scale visualization, simulated environments, 3D imagery, and interactive computing that are enabling revolutionary ways to see and use information. An iconic building that captures NC State's spirit of innovation in education and research, the Hunt Library is recognized as one of the world's most creative learning and collaborative spaces and a model for "the library of the future". The D. H. Hill Library, serving the main campus, combines the best of tradition and innovation, housing special collections and a beautiful gallery alongside vibrant, experiential spaces such as the Learning Commons, Technology Sandbox, Visualization Studio, and Makerspace. If you would like to work with a dynamic staff to provide a new generation of library users with everything they can imagine and more, please consider applying for this position.

The NCSU Libraries invites applications and nominations for the position of **Director of Development, Major Gifts**. The Libraries' development staff works to build relationships with individuals, foundations, and corporations in order to build private support for the mission and strategic priorities of the NCSU Libraries.

Responsibilities

Reporting to the Executive Director of Development, the Director of Development, Major Gifts will work to establish and develop a broad fundraising program aimed at securing private support for the NCSU Libraries. The individual in this position will serve as a frontline fundraiser, building relationships with individuals including alumni, faculty, and friends. The Director of Development will manage both major gift and discovery portfolios, and will develop and execute long- and short-term strategies to cultivate, solicit, close, and steward major gifts (\$25,000+) in support of the Libraries' mission and strategic priorities.

The Director of Development will work closely with other development staff in the Libraries and across the University and will provide direction for the Libraries' comprehensive fundraising programs in support of a University-wide capital campaign. All functions will require enthusiasm for the Libraries' mission and close collaboration with Libraries' and University personnel.

Required qualifications:

Bachelor's degree. Relevant professional experience in fundraising or a closely related field. Knowledge and understanding of the nature and purpose of public higher education. Understanding of the mission of a research university and ability to articulate the role of the academic library to an external audience. Strong interpersonal skills; ability to communicate with a wide range of people; exceptional written and oral communication skills. Evidence of independent initiative and sound judgment. A valid driver license; an ability to travel (locally and nationally); ability to work evenings and weekends on occasion.

Preferred qualifications:

Master's degree. Knowledge of and experience with all aspects of major gift solicitation, including various planned giving opportunities; demonstrated success in professional fundraising and development. Knowledge of North Carolina and the UNC system; demonstrated understanding of the mission and role of an academic research library. Experience working in a University-wide campaign.

NORTH CAROLINA STATE UNIVERSITY LIBRARIES

Director of Development, Major Gifts

The Libraries, the University, and the Area

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Salary and Benefits

The Libraries offers a highly competitive salary in recognition of applicable education and experience for this position. Benefits include: 24 days vacation, 12 days sick leave; State of NC preferred provider medical insurance, and state, TIAA/CREF, or other retirement options. Additional and optional dental, life, disability, deferred compensation, and legal plans are offered. Tuition waiver program for all campuses of The University of North Carolina is available. More benefits information is available at http://www.ncsu.edu/human_resources/benefits/

Application process and schedule

Applications will be reviewed upon receipt; applications will be accepted until finalist candidates are selected. Candidates are encouraged to apply as soon as possible to receive full consideration. The nomination committee may invite candidates for confidential, pre-interview screenings. Appointment requires successful completion of background check. This position is available immediately; start date is negotiable.

Applicants must apply through the NC State University online employment website at <https://jobs.ncsu.edu/>. Search in the keyword box by position number 00061518. Complete application, attach cover letter and résumé, and provide contact information for four current, professional references. For assistance with this process, contact NCSU Libraries Personnel Services Office (919) 515-3522.

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04/2015

NORTH CAROLINA STATE UNIVERSITY LIBRARIES

VACANCY ANNOUNCEMENT
DEVELOPMENT OFFICER, FRIENDS OF THE LIBRARY

The NCSU Libraries has a well-earned reputation for creating adventurous library spaces and innovative services that delight today's students and researchers. The award-winning [James B. Hunt Jr. Library](#), opened in 2013 on NC State's [Centennial Campus](#), offers faculty and students access to advanced technologies such as large-scale visualization, simulated environments, 3D imagery, and interactive computing that are enabling revolutionary ways to see and use information. An iconic building that captures NC State's spirit of innovation in education and research, the Hunt Library is recognized as one of the world's most creative learning and collaborative spaces and a model for "the library of the future". The D. H. Hill Library, serving the main campus, combines the best of tradition and innovation, housing special collections and a beautiful gallery alongside vibrant, experiential spaces such as the Learning Commons, Technology Sandbox, Visualization Studio, and Makerspace. If you would like to work with a dynamic staff to provide a new generation of library users with everything they can imagine and more, please consider applying for this position.

The NCSU Libraries invites applications and nominations for the position of Development Officer to serve as **Development Officer, Friends of the Library (FOL)**. The Libraries' development staff works to build relationships with individuals, foundations, and corporations in order to build private support for the mission and strategic priorities of the NCSU Libraries. With over 1600 members, and led by a board of directors, FOL advocates and raises funds for the improvement of the NCSU Libraries.

Responsibilities

Reporting to the Executive Director of Development, the Development Officer will work to build the Friends of the Library (FOL) constituency and extend the Libraries' outreach and promotional activities. The Development Officer will work as part of the Libraries' development team, with primary responsibilities for administering FOL membership programs, planning fundraising events, and managing annual giving efforts, including membership drives and end-of-year mailings. The Development Officer will work to strengthen outreach to young alumni and new prospects in order to build the Libraries' major gift pipeline for the NC State University's capital campaign. The Development Officer will also, under the guidance of the Executive Director, staff and manage meetings and activities for the FOL Board of Directors.

The Development Officer will manage the day-to-day operations of the FOL office and supervise a University Program Associate, overseeing gift processing, donor relations, and stewardship. The Development Officer will work closely with the Director of Program Planning and Outreach to leverage public programming opportunities in order to build FOL membership and the donor pipeline. The Development Officer will also work closely with the Libraries' communications team to design and update membership and events brochures, coordinate e-communications to members and donors, and promote FOL and development activities in *Focus*, the Libraries' quarterly magazine.

Required qualifications:

Bachelors degree. Relevant professional experience in fundraising, annual giving, donor relations, membership management and/or event management. Knowledge and understanding of the nature and purpose of public higher education. Understanding of the mission of a research university and ability to articulate the role of the academic library to an external audience. Strong interpersonal skills; ability to communicate with a wide range of people; exceptional written and oral communication skills. A valid driver license; ability to travel; ability to work evenings and weekends on occasion.

Preferred qualifications:

Master's degree. Demonstrated success in development, particularly in annual giving and program building; experience in planning and coordinating constituent-focused events; experience with relevant technologies for donor and gift management, web editing, e-communications, etc. Knowledge of North Carolina and the UNC system; demonstrated understanding of the mission and role of an academic research library. Experience working in a University-wide campaign. Experience directing staff and other resources.

NORTH CAROLINA STATE UNIVERSITY LIBRARIES

Development Officer, Friends of the Library

The Libraries, the University, and the Area

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The NCSU Libraries is a member of the Association of Research Libraries, the Digital Library Federation, the Coalition for Networked Information, the Scholarly Publishing and Academic Resources Coalition, the Council for Library and Information Resources, and the Center for Research Libraries. Duke University, the University of North Carolina at Chapel Hill, North Carolina Central University, and North Carolina State University form the Triangle Research Libraries Network (TRLN), with combined resources exceeding 17 million volumes and collections budgets totaling more than \$30 million.

Recognized as one of the nation's leading universities in science and technology, with strong programs in the humanities and social sciences, NC State offers degrees through the Colleges of Agriculture and Life Sciences, Design, Education, Engineering, Humanities and Social Sciences, Management, Natural Resources, Physical and Mathematical Sciences, Textiles, and Veterinary Medicine. As the largest academic institution in the state, NC State enrolls more than 34,000 students and offers doctoral degrees in 61 fields of study. The university is ranked third among all public universities (without medical schools) in industry-sponsored research expenditures and has more than 660 active patents. NC State is a national leader in networking technologies and a charter member of the North Carolina Networking Initiative (NCNI), an Internet2 initiative with the most advanced operational networking system infrastructure in the nation.

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Salary and Benefits

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Application process and schedule

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04/2015

NORTHWESTERN UNIVERSITY LIBRARY

Director of Development, Libraries, Press, and University Archives



NORTHWESTERN UNIVERSITY

Alumni Relations and Development

Position Title: [Director of Development, Libraries, Press, and University Archives](#)

Salary Grade: EXS-12

Posted: May 7, 2015

Job ID: 25534

Reports To: Executive Director, Schools and Programs

[APPLY NOW!](#)

[Alumni Relations and Development](#) at Northwestern University is dedicated to advancing the mission of Northwestern University as a premier research and teaching institution. Guided by the University's strategic priorities, we nurture lifelong, mutually beneficial relationships with alumni, parents, friends, and organizations that result in volunteer engagement and philanthropic support. We seek to employ a diverse range of people who understand the importance of our mission and vision. When you consider a career at Northwestern University, you know that you are joining an institution with a deep history of academic, professional and personal excellence.

Job Summary:

The Director of Development is a senior fundraising position with management responsibilities. The Director designs and implements innovative programs to identify prospective major and/or principal gift donors. This position devises and executes plans for a specific region to qualify, cultivate, steward and solicit donors. This role oversees the tracking and management of staff to ensure an emerging prospect pool. The Director builds and adapts programs to a point of sustainability. This individual collaborates with various teams (e.g. NULC, Reunions, Schools/Units) as well as deans and/or faculty and interfaces with campus leadership to develop philanthropic and fundraising strategies and prepares for prospect meetings and solicitations.

The Director of Development (DoD) will manage the overall fundraising efforts for Northwestern's Libraries, Press, and University Archives. Of critical importance, the DoD will need to partner with the dean to develop philanthropic and fundraising strategies and preparing them for prospect meetings and solicitation.

Frequent travel is required.

Specific Responsibilities:

- Strategic Planning
 - Creates and leads a coordinated program of fundraising activities designed to increase the number and level of major and/or principal gifts donors.
 - Develops and executes strategies to involve campus leaders, alumni, friends, and volunteers to identify and cultivate new individual, corporate, institutional and/or foundation prospects.
 - Fully comprehends the unit's overall academic programs and strategies to ensure effective strategy
- Collaboration
 - Reviews and proposes strategic alliances, joint ventures and key collaborations with department and other University partners to identify opportunities to integrate University strategic plan goals.
 - Oversees and coaches team members regarding department collaborations.
- Prospects and Gifts
 - Manages staff, provides leadership, determines and evaluates individual goals, develops and implements training and mentoring, and assigns and monitors coverage of primary areas of focus ensuring that goals and objectives are attained.

NORTHWESTERN UNIVERSITY LIBRARY

Director of Development, Libraries, Press, and University Archives

- Identifies and personally solicits high-profile, and/or extremely complex major gifts of \$100,000+ prospects annually.
 - Oversees continuous research, development and up-to-date knowledge on prospects and works with other areas to coordinate contacts.
 - Requires travel throughout the region or country.
- Annual Giving
 - Oversees the annual giving process for the Libraries, Press, and University Archives
 - Supervises direct appeals process
 - Develops and executes strategies for all annual giving communication; including setting goals, crafting messages, determining scope, etc.
- Volunteer Management
 - Collaborates with the Library's donor board and campaign committee
 - Plans and executes board/committee meetings, maintains up-to-date information regarding membership, advisory board mission and terms
 - Ensures effective stewardship of volunteer and committee members
- Events
 - Oversees development and management of events and programs designed to expand constituent and participation.
 - Reviews and approves event plans and summaries ensuring that overall goals and objectives are attained.
 - Works directly with high-level volunteers and donors to ensure that event objectives are met.
- Administration
 - Oversees administration of school development operations.
 - Ensures compliance with prospect management guidelines for tracking and maintenance of contact and progress reporting.
 - Coordinates appointments and prepares materials used by senior management, Board and volunteers for meetings, visits, events or phone calls made to high-profile prospects.
 - Oversees administrative support management to ensure effective team success and daily operations.
- Budget
 - Strategically manages a department budget ensuring to minimize expenses while maximizing return.
- Supervisory
 - Supervises 2 or more staff.
 - Provides training to staff within or outside of immediate dept or division in regard to function.
 - Leads, coaches and evaluates performance of direct reports.
- Performs other duties as assigned.

Minimum Qualifications:

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree; OR appropriate combination of education and experience.
- 8 years development, marketing, sales or the equivalent experience is required.
- Team leadership; analytical thinking, complex problem solving and planning; global/organizational perspective; ability to work in fast-paced environment; comfortable with change and associated ambiguity.

Working at Northwestern University:

Northwestern offers many benefit options to employees including: competitive compensation; excellent retirement plans; comprehensive medical, dental and vision coverage; dependent care match; vacation, sick and holiday pay; professional development opportunities and tuition reimbursement.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.

PENNSYLVANIA STATE UNIVERSITY LIBRARIES

Major Gifts Officer

<https://hr.psu.edu/recruitment-and-compensation/job-profiles/development-alumni-relations/major-gifts-officer>

MAJOR GIFTS OFFICER

SUMMARY

THIS IS A RESTRICTED USE PROFILE. CONTACT CLASSIFICATION PRIOR TO USE.

Job Category:

Development and Alumni Relations

Job Title:

Major Gifts Officer

Job Category Definition:

This specialty is a support unit working in institutional advancement to support Penn State's goals and mission. The unit consists of various offices working synergistically in two major functional areas, the Office of University Development and the Penn State Alumni Association. In concert with the colleges, campuses, and other units of the University, the Division of Development and Alumni Relations has responsibility for advancing the University's overall mission of teaching, research, and outreach to alumni, parents, friends, corporations and foundations. This is done by informing alumni and other constituents about Penn State and involving them in the life of the University through effective communications, quality programs and services. In doing so, we strive to gain their support and encourage them to join in shaping Penn State's future through fundraising campaigns, enhancing honors education, enriching the student experience, fostering discovery and creativity, sustaining a tradition of quality, and building faculty strength and capacity. The division's mandate is to generate among key constituencies the attitudinal, financial, and behavioral support needed to realize the University's goals and objectives.

Job Title Definition:

The Major Gifts Officer manages the fundraising efforts for donors and prospects in their assigned college or unit including annual receipt and commitment goals; provides professional guidance and leadership in identifying and executing strategies that are most likely to be achieved through private philanthropy; develops annual goal setting and fundraising plans and direct related activities in support of these goals and objectives; manages a portfolio of major gift prospects and lead the staff to identify, cultivate and solicit donors and prospects in support of the College or Unit fundraising goals; works collaboratively with the head of the academic unit, development, trained committee volunteers and central University Development staff to maximize fundraising success for the University; works to engage department heads, faculty, and staff in the fundraising enterprise. *Duties are performed at various levels within the defined title.*

Working Conditions:

Specific physical requirements and effort are outlined in Job Responsibilities Worksheet (list of essential job duties and responsibilities specific to a particular job at the unit level) in accordance with the Americans with Disabilities Act of 1990 (ADA).

Other Requirements:

LEVELS

- Level 1
- Level 2
- Level 3
- Level 4
- Level 5

PENNSYLVANIA STATE UNIVERSITY LIBRARIES

Alumni Relations and Stewardship Officer

<https://hr.psu.edu/recruitment-and-compensation/job-profiles/development-alumni-relations/alumni-relations-and-stewardship-officer>

ALUMNI RELATIONS AND STEWARDSHIP OFFICER

SUMMARY

Job Category:

Development and Alumni Relations

Job Title:

Alumni Relations and Stewardship Officer

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This specialty is a support unit working in institutional advancement to support Penn State's goals and mission. The unit consists of various offices working synergistically in two major functional areas, the Office of University Development and the Penn State Alumni Association. In concert with the colleges, campuses, and other units of the University, the Division of Development and Alumni Relations has responsibility for advancing the University's overall mission of teaching, research, and outreach to alumni, parents, friends, corporations and foundations. This is done by informing alumni and other constituents about Penn State and involving them in the life of the University through effective communications, quality programs and services. In doing so, we strive to gain their support and encourage them to join in shaping Penn State's future through fundraising campaigns, enhancing honors education, enriching the student experience, fostering discovery and creativity, sustaining a tradition of quality, and building faculty strength and capacity. The division's mandate is to generate among key constituencies the attitudinal, financial, and behavioral support needed to realize the University's goals and objectives.

Job Title Definition:

The Alumni Relations and Stewardship Officer works closely with the Development Office within an assigned college or campus and is responsible for the oversight and management of the alumni relations and/or stewardship program for that assigned college or unit; provides oversight and management for marketing and communications efforts and special events and programming related to alumni relations and/or stewardship program; identifies, recruits and manages alumni volunteers to serve on Boards and Committees; provides professional guidance and leadership to volunteers and other advancement staff in order to develop and execute strategies and programs to deliver high quality alumni relations programming; works collaboratively with the head of the academic unit, development, trained committee volunteers, the Alumni Association and/or central University Development staff to maximize stewardship and alumni relations success for the University; works to engage department heads, faculty, staff, and volunteers in alumni relations and stewardship activities. *Duties are performed at the various levels within the defined category.*

Working Conditions:

Specific physical requirements and effort are outlined in Job Responsibilities Worksheet (list of essential job duties and responsibilities specific to a particular job at the unit level) in accordance with the Americans with Disabilities Act of 1990 (ADA).

Other Requirements:

LEVELS

- Level 1
- Level 2
- Level 3
- Level 4
- Level 5

**HUMAN RESOURCES
SIMON FRASER UNIVERSITY
ADMINISTRATIVE & PROFESSIONAL
JOB DESCRIPTION**

A. IDENTIFICATION

Position Number: 109413

Position Title: Director, Advancement, Library, grade 13
Department: University Advancement
Position Reports To (Title): Executive Director, Advancement
Date: September 22, 2014

B. POSITION SUMMARY

Briefly describe the primary function and purpose of the position in one or two sentences.

The incumbent leads a Faculty or departmental team comprised of professional and academic staff in the development and implementation of strategies that facilitate and generate maximum support for a Faculty and/or the University. The incumbent is responsible for managing relationships with donor prospects determined to have the ability to make major gifts at the \$100K or higher level and also manages a portfolio of major individual, corporate and foundation donors by developing and implementing strategies for securing financial support from existing and new donor prospects including identifying, qualifying, cultivating, soliciting, and stewarding these relationships.

C. DUTIES AND RESPONSIBILITIES

Starting with those you consider the most important, list and describe the main duties and responsibilities of the position. For each item start with an action verb and briefly describe WHAT is done, HOW it is done and WHY it is done.

Indicate in the right hand column the percentage of time spent on each particular task.

Description	% of Time
Provides leadership to a Faculty or departmental team comprised of professional and academic staff in the development and implementation of strategies that facilitate and generate maximum support for a Faculty and/or the University.	
Manages relationships and devises appropriate strategies in consultation with the supervisor and Dean to bring current and prospective donors to solicitation and closure that are determined to have the ability to make major gifts at the \$100K or higher level to the Faculty and/or the University.	
Develops, manages and nurtures a pool of approximately 100 - 150 active individual gift prospects including alumni and community leaders, foundations, and corporations capable of donating annual gifts of \$10K or greater and major gifts of \$100K or greater through the donor cycle of qualifying, cultivating, soliciting, and stewarding gifts for the University.	
Manages major corporate sponsorship relationships and devises appropriate strategies in consultation with the supervisor to bring these relationships to solicitation and closure that are determined to have the ability to sponsor the University at the \$20K plus level annually.	
Manages fundraising goals of new and upgraded commitments (approximately \$1.5M - \$2M annually) with a range of prospects.	
Tracks and monitors the progress of solicitations and prepares reports.	
Attends and contributes to strategy and development meetings, staff meetings and target meetings.	

Administrative/Professional Position #109413

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D. DECISION MAKING

i) Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?

Develops and recommends strategic and management plans, including priorities and budget requirements. Determines staff and volunteer requirements for Faculty or departmental level fundraising events and activities and hires, directs, trains, and evaluates staff and volunteer performance.

ii) Give some examples of the types of decisions the incumbent would refer to his/her supervisor.

Final approval for fundraising strategies, budgets, goals, policies, and recommendations for new programs. Serious staff performance issues and recommendations for termination of employment.

E. SUPERVISION EXERCISED

Indicate the number of continuing employees for whom the position is responsible.

Number of continuing employees reporting directly to the position:	1 or more
Total number of continuing employees for whom the position has direct responsibility:	1 or more

Note: Normally hires, trains and supervises continuing and temporary support and administrative staff and volunteers.

F. SUPERVISION RECEIVED

Describe the extent to which the supervisor determines the day to day work load of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.

Works under broad administrative supervision.

G. UNUSUAL WORKING CONDITIONS

Requires some early morning, evening and week-end work.

H. ENTRANCE QUALIFICATIONS

What combination of experience, training and/or formal education do you believe is the minimum required to perform the duties of this position?

Undergraduate degree in a relevant discipline and six years of related fundraising experience or an equivalent combination of education, training and experience.

Excellent interpersonal, communication (oral and written), and relationship management skills.
Proficient in the use of word, database, spreadsheet, and presentation applications and prospect management systems.

Excellent supervisory skills.

Excellent research, solicitation, and cultivation skills.

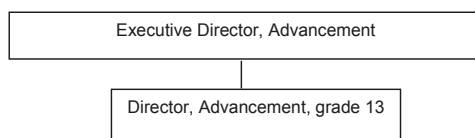
Excellent organizational, problem-solving, and analytical reasoning skills.

Excellent human resource management and teamwork skills.

Excellent strategic planning skill.

I. ORGANIZATIONAL RELATIONSHIPS

Indicate in the appropriate blocks the title of the position to which this position reports and the titles of positions reporting directly to it. If more detail is required, add additional blocks.



VCU Libraries

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

Director of Development and Major Giving VIRGINIA COMMONWEALTH UNIVERSITY

The Virginia Commonwealth University Libraries invites applications and nominations for the position of Director of Development and Major Giving. The Director provides leadership and professional management for the fund-raising program of the VCU Libraries, directs a staff of 1.5 FTE for donor stewardship and annual giving, and is responsible for major and capital giving from individuals, corporations, and foundations. The successful candidate will join a culturally and academically diverse faculty of the highest caliber.

Located in culturally diverse, historic, and dynamic Richmond, Virginia, convenient to the beauty of the Blue Ridge Mountains and the recreation destinations of the Atlantic Ocean and the Chesapeake Bay, Virginia Commonwealth University is one of Virginia's largest universities and among the nation's leading research institutions. The VCU Libraries, one of Virginia's outstanding research library systems, advances the University's teaching, research, service, and patient care mission with innovative services that complement nationally prominent collections in the health and biological sciences, social work, the arts, the history of medicine, and comic and book arts.

Responsibilities

The Director for Development and Major Giving reports to the University Librarian, with assessment and evaluation managed jointly by the University Librarian and the Vice President for Development and Alumni Relations or her/his designee. The Director designs, oversees, coordinates, and implements all aspects of the administrative and operational functions for fund-raising within the VCU Libraries. The Director supervises 1.5 FTE staff assigned primarily to management of two volunteer boards; donor stewardship for annual giving; program engagement with annual donors; and support for major giving. The Director holds major and capital gift responsibility targeting individuals, organizations, and foundations for gifts at \$25,000 or above; manages a portfolio of 125 to 150 top prospects; stewards top prospects and major giving opportunities; discovers and cultivates new prospects with significant giving capacity; and initiates and maintains contact with major and capital giving prospects, including travel as required. The Director must be focused on pipeline development and moves management of donors in coordination with development operations across the university. Immediate priorities include:

- Design and carry out successful actions in a capital campaign for a new library building now under construction, including proposals to corporate and foundation sources and major gift prospects as well as cultivation of capital and major gift prospects;

VIRGINIA COMMONWEALTH UNIVERSITY LIBRARIES

Director of Development and Major Giving

Virginia Commonwealth
University

Director of Development and Major Giving

- Work closely with the University Librarian to develop and extend the University Librarian's role in fund-raising, including an increase in cultivation activities and visits;
- Develop relationships with volunteer boards;
- Create and implement plans to increase annual giving.

Annual operating plans and evaluation metrics are developed in partnership with the Office of the Vice President for Development and Alumni Relations and the University Librarian, who are jointly responsible for evaluation. The Director works closely with the Director of Communications and Public Relations for promotional and stewardship communications to donors and donor prospects, including communications designed for prospect discovery. The Director is expected to be active professionally and to contribute to developments in the field.

Qualifications

Required: Graduate degree in an appropriate discipline or training and work experience at a level equivalent to an advanced degree. Progressively responsible experience, as well as demonstrated success, in non-profit fundraising. Ability to travel extensively. Demonstrated experience working in and fostering a diverse faculty, staff, and student environment or commitment to do so as a faculty member at VCU. **Preferred:** Experience with fund-raising in a non-profit higher education environment, including demonstrated ability to plan for, cultivate, and close significant major and capital gifts. Proven track record in developing strong relationships and collaborations with a diverse range of donors, foundations, corporations, and other contributors, as well as with other staff. Broad awareness of contemporary best practice in non-profit fundraising, and alertness to beneficial emerging practice elsewhere. Excellent interpersonal, verbal, and written communication skills.

Virginia Commonwealth University and the VCU Libraries

Virginia Commonwealth University is Virginia's largest research university, enrolling nearly 32,000 students. Located in Richmond, Virginia (<http://www.vcu.edu/richmond/>), VCU offers 41 doctoral, 74 masters, 3 professional, and 64 baccalaureate degree programs. Thirty-two of VCU's graduate, professional programs are ranked by U.S. News & World Report as among the best in the nation, with 19 programs ranking in the top 25 and two programs — sculpture and nurse anesthesia — ranked number one. Over 3,200 faculty comprise the University's teaching force. Research strengths at the University include health and life sciences, education, engineering, social work, behavioral sciences, public affairs, advertising and design, and the fine arts. Sponsored research funding totals over \$260 million, placing VCU among the top 100 research institutions in the United States. VCU's strategic plan embraces an acceleration in the growth of VCU's library system and includes a new Master Site Plan that envisions additions to both library facilities operated by the VCU Libraries. Construction has begun on a new library building connecting to the existing James Branch Cabell Library, along with major renovations of Cabell Library. The new and renovated spaces will open in late 2015.

VCU Libraries Development Coordinator

Responsibilities

VCU Libraries Development Coordinator will provide board support to the Friends of VCU Libraries and Cabell Associates by assembling meeting materials, scheduling meeting spaces, taking minutes and providing other support as needed. This position will coordinate library development special events (working collaboratively with the Library Special Events Coordinator), perform basic administrative support to the development office and assist the Library Budget Office in tracking the development office budget. The Development Coordinator provides basic research as requested, creates and administers Thank You letters to all donors, customizing letters where needed, manages the Library Book Donation program and is heavily involved in the annual Friends of the Library Book Sale. This position performs Records Management by uploading TY Letters to the development database, imports attendance at events, etc., and assists Director of Annual Giving and Director of Development and Major Gifts as needed.

Qualifications

Candidates for this position should demonstrate outstanding organizational and time management skills in addition to excellent writing and communications skills. Good interpersonal skills are important as is the ability to interact with executive level administrators at all levels of internal and external constituencies. The successful candidate will have a proven record of team work and collaboration, including the ability to establish strong networks within a complex organization. Applicants must have strong project management skills, mastery of Microsoft Office, and database applications. The ability to work occasional evenings and weekends is required.

VIRGINIA COMMONWEALTH UNIVERSITY LIBRARIES

Director of Annual Giving and Donor Relations



The Director of Annual Giving and Donor Relations for VCU Libraries holds chief responsibility for and provides oversight to annual giving efforts. It also extends and amplifies general annual giving efforts by cultivating relationships with strong prospects and consistent donors and building regular base support for the VCU Libraries through their efforts. The Director applies knowledge of the Libraries to the annual giving process, equipping units in VCU Development and Alumni Relations to more broadly ask for gifts to the Libraries and create a pipeline of prospects for future leadership annual giving. As part of annual giving and donor stewardship efforts, the Director holds chief responsibility for both Friends of the Library Board and Cabell Associates management and staffing needs.

Leadership-level annual giving is an indispensable and immensely important aspect in developing an overall major gifts program for VCU Libraries. Annual giving for the Libraries is an important factor in having the resources necessary to provide all students with high-quality learning/living experiences to aid in inquiry, discovery and innovation in a global environment. It helps to support research, scholarship, creative expression and clinical practice to advance knowledge and enhance the quality of life, and will aid VCU in achieving national recognition as a fully-integrated research university with a commitment to human health. A strong, supported Library will help VCU become a national model for community engagement and regional impact.

Position Description information:

Position Responsibilities: Reporting to the Director of Development and Major Gifts for VCU Libraries, the Director of Annual Giving and Donor Relations focuses on cultivating, acquiring, and retaining annual donors in support of the VCU Libraries. The Director of Annual Giving and Donor Relations will assist the Office of Annual Giving in the university's Development and Alumni Relations division to develop annual giving efforts, including face-to-face solicitations, as well as serve as the point person for direct mail and telefund provided by DAR. The Director will manage a portfolio of approximately 50-100 leadership annual fund prospects and solicit membership in the Friends of the Library via gifts at the leadership annual fund level through personal appointments, calls and correspondence in order to obtain and/or increase donor contributions for VCU Libraries. The Director of Annual Giving and Donor Relations will oversee Libraries donor recognition events and societies in coordination with the University's Office of Donor Relations. The Director provides staffing and administrative support for the work of the Friends of the Library Board and the Cabell Associates, both of which are key sources for annual giving revenue. The position will conduct research to identify individual donors in order to increase donor response and develop; track metrics for accountability and evaluation; and participate in the University's Annual Giving and VCU Alumni strategic leadership teams. The Director of Annual Giving and Donor Relations is expected to be active professionally and to contribute to developments in the field. Faculty with the VCU Libraries are evaluated, and promoted, on the basis of job performance, scholarship, and professional development and service.

Required Qualifications: Bachelor's degree in Library Science, Public Administration, Mass Communications, Public Relations, Art, Business, Education, English or related field or equivalent work experience preferred. Minimum of 5 years professional experience in fundraising, public relations, marketing or a related field.

Preferred: Graduate degree in relevant discipline. Experience in higher education or library development preferred. Demonstrated experience in facilitating leadership annual fund, working knowledge of tax laws affecting charitable giving. Must be willing to travel via automobile as part of duties. Demonstrated experience working in and fostering a diverse faculty, staff, and student environment or commitment to do so as a faculty member at VCU.

"Virginia Commonwealth University is an equal opportunity, affirmative action university providing access to education and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability."