

Position: Director of Library External Relations (Search #105084)

Deadline: Open until filled; review of applications begins November 30, 2017

Pay Grade: 31E

The University of Delaware Library seeks a motivated, creative, and service-oriented professional to serve as Director of Library External Relations. The position reports to the Vice Provost for Libraries and Museums, and in close consultation with the Director of Development from the office of Development & Alumni Relations, the incumbent will plan, execute, and evaluate activities as they relate to supporters, the library associates and friends of the Library, Museums and Press. S/he will assist with alumni, friend and corporate engagement activities aimed at growing awareness, partnerships and support for the Library, Museums and Press.

Major responsibilities include:

- Develop, cultivate, and maintain relationships among a variety of Library constituents. Work closely with staff in the University's Development and Alumni Relations (DAR) Office to establish, and build on, a culture of philanthropy and to advance donor strategies.
- Advise the Vice Provost on Library engagement matters. Assist in the development and prioritization of funding needs and with the development of a responsive and comprehensive development plan.
- Explore and identify funding opportunities, including grants, which will advance the Library's strategic initiatives as well as core programs and services.
- Assist the Director of Development in arranging, and participating in as appropriate, opportunities for Library staff to meet with potential donors and exercise stewardship of gifts and external support. These meetings will be designed to bring attention to Library needs, collections, services, and programs.
- Coordinate the work of the University of Delaware Library Associates (UDLA, the Library Friends group), in consultation with the UDLA Executive Committee and Board, including planning for meetings and activities related to UDLA. Consult with relevant UD offices, regarding finances, risk management, and other UDLA fiduciary matters.
- Plan, organize, and direct UDLA and other donor events with support from the Events Manager and the Associate University Librarian (AUL) for Communication and Space Planning.
- Collaborate with the Director of Development (in DAR) to plan and execute the Library's campaign in association with University-wide campaigns.
- Develop and implement donor relations communications materials, including solicitations, brochures, the UDLA Newsletter, in collaboration with the AUL for Communication and Space Planning.

- Assist in writing gift proposals and case statements and other relevant correspondence.
- Oversee the gift acknowledgement process to ensure that all gifts are processed, deposited and acknowledged in a timely manner.
- Utilize the DAR general donor database to maintain biographical and gift information of current and prospective donors, generating relevant reports as needed.
- Participate in other related development activities designed to enhance successful fundraising programs at the Library in conjunction with the Director of Development and other campus development officers.
- Serve as a member of the Library Management Council and other relevant Library and University committees.
- Supervise the work of an assistant position in functions related to this role.
- Participate in professional programs at the local, regional, or national level as appropriate.
- Perform related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of the position.

Qualifications:

Required

- Bachelor's degree and five years of experience in development, or in a development related field, in higher education, library, or another non-profit sector, or equivalent combination of relevant education and experience.
- Excellent communications skills, both orally and in writing, as well as effective public presentation and interpersonal skills.
- Demonstrated ability to interact effectively with donors and other key stakeholders. Integrity, tact, and ability to exercise discretion and maintain confidentiality.
- Ability to work independently and collaboratively in a culturally diverse community.
- Understanding of and appreciation for the value of the academic research library and intellectual curiosity commensurate with the life and culture of the University.
- Facility with standard office productivity software, and the facility to use various forms of technology to efficiently execute responsibilities.
- Ability and willingness to travel.

Preferred

- Supervisory experience.
- Familiarity with Delaware's education and non-profit environment.

General Information: The University of Delaware Library is committed to student success, scholarly research and inclusive excellence. The Library is strongly committed to fostering diversity within our community. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. The Library collaborates with strategic campus partners to achieve these priorities, as well as with national professional organizations including the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Council on Library and Information Resources, Digital Library Federation, OCLC

Research Partnership, SPARC, HathiTrust, the National Digital Stewardship Alliance, the National Network of Libraries of Medicine (NN/LM) and the ACRL Diversity Alliance. More information about the Library is available at: <https://library.udel.edu/>

Benefits: 22 vacation days. 403B retirement plan with 11% of salary contributed by the University. Tuition remission for dependents and spouses, and course fee waiver for employee. Full information about University of Delaware benefits is available at: <http://www.udel.edu/content/udel/en/faculty-staff/human-resources/benefits.html>

To Apply: Please visit the UDJOBS website at www.udel.edu/udjobs **Job ID 105084**. Include cover letter and resume, along with the names and contact information of three employment references following University of Delaware application instructions.

Equal Employment Opportunity: *The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at: <http://www.udel.edu/home/legal-notices/>*

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.