POSITION VACANCY ANNOUNCEMENT

POSITION: Development Assistant

REPORTS TO: Director of Development and External Relations and the Executive Assistant 1

REQUISITION #: 507674

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

DEADLINE DATE: August 1, 2018, previous applicants need not reapply

JOB SUMMARY

The Development Assistant supports the Director of Development and External Relations and the Associate Director of Development and External Relations in the implementation of library development (fundraising) plans and programs. The Development Assistant plans and implements special events, works with alumni, donors, prospective donors, and the University of Florida Foundation; and provides general support for the Library Administration Office reception area under the supervision of the Library Administration Executive Assistant I. The Development Assistant represents the George A. Smathers Libraries, its Office of Development and External Relations, and the University of Florida Foundation, Inc.; deals routinely with personal and confidential information, and interacts with a wide variety of constituencies. The Development Assistant is expected to work during special events, which may occur after hours, on weekends and holidays, both on and off campus including some events outside of Gainesville.

RESPONSIBILITIES

Assists the Director of Development and External Relations (DO) and the Associate Director of Development and External Relations (Associate DO) in the implementation of library development (fundraising) plans and programs and provides administrative support to the DO and Associate DO as follows:

- Assists with the completion of quarterly reports, annual performance plan, annual budget, and other reports as required by the Foundation;
- Drafts acknowledgement letters and other correspondence and ensures follow-up on requests for materials;
- Attends meetings of the DO and Associate DO with the Dean of University Libraries, as needed;
- Serves as a central information source about development policy, practice and events within the Libraries and to the University of Florida Foundation, Inc., as well as library donors and volunteers;
- Schedules meetings, makes travel arrangements, and prepares expense vouchers;
- Processes all incoming and outgoing correspondence and information in an efficient manner, keeping track of deadlines and telephone messages;
- Reviews all letter templates and forms on a quarterly basis to ensure accuracy;
• Assists in managing the Libraries’ gift in-kind program, which requires extensive collaboration with the Libraries’ Gifts and Exchange department as well as the Foundation’s Legal, Biographical, and Gift Processing 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 and Associate DO and Dean of 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 the Foundation;

• Assists the Associate DO 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;

• Works in compiling the list of library donors who will be invited to the President’s Box for home football games as well as coordinate purchases of football and basketball game tickets as requested by DO and Associate DO and Dean of Libraries;

• 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; and

• Maintains procedural guidebook for position.

Assists DO and Associate DO in managing receipt and processing of gifts received by the Libraries, including:

• Conducts research and draft 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;

• Compiles databases of active donors for use in publications, administrative planning, events, and reports;

• In the absence of the Administrative Support AST I, performs fiscal duties which include fund transfers, vendor payments, travel reimbursements, and deposits; and

• Prepares fiscal reports as requested by the DO and Associate DO and Dean of University Libraries.

Assists DO and Associate DO in planning and implementing meetings and events, including:

• Plans and implements all special events, projects, committee meetings and initiatives which entails collaborating with library staff and committees, working with the foundation, coordinating invitation packages, managing catering, organizing parking reservations, compiling mailing lists and RSVPs, and setting-up and cleaning-up for various events; and

• Composes and manages general correspondence; coordinates 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).

Other Duties Assigned
Participates in special projects and performs other duties as assigned. Serves on committees as appointed and participates in staff development opportunities and training activities as required to broaden and improve skills and to become more familiar with technological innovation in libraries.

QUALIFICATIONS

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

Preferred
• Two to three years of experience working in an administrative environment and providing administrative support.

The Foundation for The Gator Nation
An Equal Opportunity Institution
• Experience working with or knowledge of the University of Florida Foundation, Inc. and its systems, such as, ADVANCE and FAS
• Ability to manage multiple projects with competing deadlines and effectively self-determine work priorities in order to deliver the best outcomes
• Experience organizing, planning, and executing events involving up to 100 people
• Extensive experience operating a personal computer and above average current working knowledge of standard software packages (Microsoft Office) -- e.g., word processing, calendaring, spread sheets and database management systems
• Excellent communication skills both, orally and in writing, tact and sensitivity toward the needs of others;
• Experience working with the general public or with a wide variety of people from different demographic backgrounds
• Appropriate college coursework in public relations, journalism, creative writing or the like, or equivalent work experience to demonstrate the ability to write communication pieces and appeals, prepare feature articles, brochure copy, reports, acknowledgements to donors, meeting minutes, financial reports, gift agreements, etc.
• Good analytic skills

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.
SPECIAL AND AREA STUDIES COLLECTIONS
The Department of Special & Area Studies Collections encompasses collections of unique and special
types of materials and interdisciplinary collections pertaining to geographical, national or cultural regions.
Special and Area Studies Collections encompasses Area Studies Collections, the Map & Imagery Library,
and the Special Collections of the University of Florida. Additionally, University Records Management
and University Archives are a part of the department.

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; and 3) a list of three references including their contact information (address, telephone
number, and email). Apply by August 1, 2018 (applications will be reviewed as received). Submit all
application materials through the Jobs at UF online application system at Requisition 507674. 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.