POSITION VACANCY ANNOUNCEMENT

POSITION: Director of Development and External Relations

REPORTS TO: Dean of University Libraries, and Senior Director of Development & Alumni Affairs, Student Affairs

REQUISITION #: 506591

SALARY: Compensation is competitive and commensurate with education and experience.

DEADLINE DATE: April 30, 2018

JOB SUMMARY
The Director of Development and External Relations reports dually to the Dean of University Libraries and the Senior Director of Development & Alumni Affairs. Working collaboratively with development colleagues outside of the Libraries and the library deans, chairs, and librarians, the incumbent shares the responsibility for directing library efforts that encompass major gifts, donor stewardship, development of public support groups, fundraising event coordination, and relations between the Libraries, its Library Leadership, and Board Smathers Friends of the Libraries donors, the University of Florida and the UF Foundation, Inc. The Director of Development and External Relations will also attend strategic engagement events in support of Smathers Libraries fundraising goals.

RESPONSIBILITIES
Strategic Development
- Work closely with the Dean of Libraries and the Senior Director of Development & Alumni Affairs to define and prioritize funding needs.
- Serve as the primary fundraising strategist for Libraries, identifying, qualifying, and stewarding donor prospects up to the major gift level.
- Strategically manage relationships through face-to-face visits with Special Collections donors, prospects, and friends.
- Actively identify and research alumni and friends in targeted areas; work with the Senior Director of Development & Alumni Affairs to develop and implement strategy for securing gifts in these areas including advancement plans to inform constituents in identified markets about the funding needs and gift opportunities in these specific areas.
- Actively build donor pipeline through in-person visits, volunteer engagement, and other strategies.
- Work closely with the Dean of University Libraries, Senior Director of Development & Alumni Affairs and Associate Director of Development, Gift Planning in identifying and qualifying prospects who have the potential of making a planned gift to Libraries.
- Actively qualify and hand-off prospects to the Senior Director of Development & Alumni Affairs in accordance with their interests, capacity, and propensity.
- Coordinate with the Dean of University Libraries and Assistant Director of Annual Giving to actively qualify and solicit leadership annual giving donors Libraries while making major gift prospect referrals.

The Foundation for The Gator Nation
An Equal Opportunity Institution
to Senior DO and other central development partners.

- Work with Senior Director of Development & Alumni Affairs to utilize parent and family fundraising program resources to increase parent and family giving to Libraries.
- With the Dean of University Libraries and Senior Director of Development & Alumni Affairs, develop solicitation strategies on case-by-case basis, being cognizant of development office and Library needs and procedures.
- Partner with Associate Director of Donor Programs to meaningfully and appropriately recognize and steward donors.
- Acknowledge and recognize gifts in ways that are meaningful to donors and appropriate to the mission, vision and values of the Smathers Libraries, and UF Advancement.
- Provide leadership, counsel on matters relating to fundraising, and accountability including establishing goals in alignment with library objectives, developing metrics and strategic planning.

External Relations

- Implement a series of strategic events designed to promote Special Collections and other library priorities, to engage a larger audience and build major gift pipeline.
- Design and execute fundraising plans that would include special events, VIP and donor lunches and dinners, campus visits with the dean, catered events, Libraries tours with the dean, team retreats, and meetings and initiatives that promote the engagement of Smathers Libraries donors and friends.
- Develop support for the program by effectively involving stakeholders, such as volunteers, staff, and members of the libraries leadership board, in efforts supporting the fundraising program.
- Understand and articulate the unique contributions of Smathers Libraries to education, research, and service on local, national, and international levels.
- Oversee and manage activities and public support programs and events for the Smathers Libraries.
  Coordinate development and alumni activities with Libraries’ public relations staff; assist with Libraries public relations and promotional activities.
- Attend and strategically engage and cultivate donors and prospects at events, providing effective follow-up.

Friends of the Libraries

- Manage a successful Friends of the Library program, designed to generate unrestricted support for the library, steward and cultivate those closest to the library, and build a pipeline of new potential donors.
- Successfully design and implement a “Friends of the Libraries” program to generate gifts between $1,000 and $50,000.
- Execute Smathers Friends of the Libraries fundraising initiatives, effectively building a pipeline of prospects to ensure future success of the fundraising program.
- Work proactively with central UFA Annual Giving team to ensure successful Friends of the Libraries prospect and pipeline management.
- Provide leadership and support strategic planning efforts for the campaign as it relates to Smathers Friends of the Libraries.

Libraries Leadership Board

- Cultivate the Leadership Board, engaging a small group of individuals who can support at a high level or make significant connections on behalf of the library.
- With the Dean of University Libraries, plan, manage, and successfully execute all Libraries Leadership Board meetings, events, and activities; responsible for preparation of meeting materials and logistics.
- Engage with individual prospects, including Libraries Leadership Board members.
- Coordinate stewardship reports and activities for individual prospects including Libraries Leadership Board members with appropriate members of the administration.
- Develop support for Smathers Libraries by effectively involving stakeholders, including Libraries Leadership Board Members, and staff efforts supporting the fundraising program.
- Create a structured process for the identification, recruitment, evaluation, recognition, and replacement of volunteers to strengthen fundraising effectiveness.
- Collaborate with the Dean of University Libraries, and the Senior Director of Development & Alumni Affairs regarding overall gift strategies for Libraries Leadership Board members as appropriate.

**Administrative**
- Responsible for effective prospect tracking, record keeping, reporting and administration aligned with the metrics and reporting from UF Advancement.
- Plan and monitor the budget, using resources for best results in fundraising and planning activities involving volunteers, prospects, faculty and administration.
- Ensure best practices in office systems, practices, files and record keeping; ensure effective use of strategic tools and resources such as contact reports, prospect management, research, and analysis, and the Advance database.
- Assist in evaluating and analyzing programs using established attributes and metrics to produce accurate reports, to guide effective decision making and to achieve the vision “TB2”.
- Supervise, with the Executive Secretary to the Dean, the Libraries’ Development Assistant.

**Additional Responsibilities**
- Researce industry standards, trends, breakthroughs and best practices. Implements changes accordingly to maintain the Smathers Libraries’ competitiveness among its peers and other organizations.
- Participates in professional programs at the state and national level as appropriate (CASE, DORAL, ALADN).
- Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions related to this position.

**QUALIFICATIONS**

**Required**
Master’s degree in appropriate area of specialization and three years of appropriate experience in Development or a related field; or a bachelor’s degree in appropriate areas of specialization and five years of experience in Development or a related field. One year of supervisory experience.

**Preferred**
The ideal candidate will possess:
- Three to five years of external affairs experience with success in cultivating relationships with individuals and corporate prospects.
- Prior experience in a college or university setting, enthusiasm for fundraising in a comprehensive research university, and the desire to work collegially within a goal-oriented fundraising organization.
- Knowledge of fundraising principles, methods, and standards.
- Expertise in developing solicitation strategies.
- The ability to work strategically, develop and implement constituency programs and activities, along with a talent for motivating volunteers.
- Ability to work collaboratively and a team player
- Competency in problem solving.
- Excellent oral/ written communications and interpersonal skills; effective time management and organizational skills that are essential for success in this position.
- Working knowledge in these areas: Windows, Microsoft Word, Microsoft Excel, Microsoft Access, internet browsers, preferably Internet Explorer, E-mail. Working knowledge of a donor database, contact management and tracking system.
- The ability and willingness to travel. A valid driver license and good driving record are essential.*
Business expenses are reimbursed through a standard accounting system. The ability to pay for expenses using your own personal credit card or funds and have them reimbursed is essential.

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. 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 5.45 million print volumes, 8,100,000 microfilms, 1.25 million e-books, over 152,000 full-text electronic journals, over 1100 electronic databases, 1.26 million documents and 1.35 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.

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/new-employees/.
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 April 30, 2018 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 506591. If you have questions about the application process, please contact Bonnie J. Smith at bonniesmith@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://www.hr.ufl.edu/job/datacard.htm. 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.