



DIRECTOR OF DEVELOPMENT

UNIVERSITY LIBRARIES with the UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

EHRA Non-Faculty Position Description Director of Development

POSITION SUMMARY

The University Libraries at the University of North Carolina at Chapel Hill is seeking a Director of Development to support the mission and priorities of the University Libraries. Reporting to the Executive Director of Development, the Director of Development is responsible for identifying, cultivating, soliciting, closing, and stewarding prospects and donors at the major gift level of \$100K and higher in support of funding priorities for the University Libraries. The successful candidate will work to ensure positive and purposeful interactions leading to major gifts and have a proven track record of achieving or exceeding personal goals for annual visits, solicitations, and dollars raised.

A key position in the Library Development Office, the Director of Development will join the University Libraries at an exciting time. They will work with the Executive Director of Development to advance and refine a strategic comprehensive development plan for private support through major and principal gifts, leadership annual giving, planned giving, and corporate and foundation gifts, as well as assist with the Friends of the Library Board of Directors. They will supervise the Assistant Director of Annual Giving and Donor Relations, working to oversee the Library's annual giving and donor relations activities.

The Director of Development will participate as a member of the University's central development organization by attending campus-wide development meetings and will occasionally represent the Executive Director of Development at these and other meetings as appropriate. The Director of Development will work across campus to develop strong, collaborative relationships with development colleagues in other schools and units, as well as the central development team.

The University Libraries at the University of North Carolina at Chapel Hill is committed to creating a community that is inclusive, open, and equitable for all. As an organization, we lead with trust, respect, and integrity. We embrace the contributions of every individual while also celebrating our collective achievements. The University's founding principles—Lux, Libertas—guide our efforts to build bridges and to lead change.

QUALIFICATIONS

Educational Relevant post-Baccalaureate degree required (or foreign degree equivalent) with three years or greater of related professional experience; for candidates demonstrating comparable professional backgrounds, will accept a relevant Bachelor's degree (or foreign degree equivalent) and five years or greater of relevant experience in substitution.

Professional Experience Required The successful candidate will have a minimum of five years of demonstrated success as a front-line development officer with a proven track record of personally cultivating, soliciting, closing, and stewarding major gifts. Preference will be given to candidates with

direct experience raising funds for an academic institution. The ability to build and maintain an active portfolio of qualified prospects and donors is required. Must be mission driven, motivated, and highly organized, as well as self-directed and focused on meeting/exceeding metric driven visit, proposal, and financial goals.

Personal Qualities and Commitments Required Must have superb relationship management skills, demonstrating emotional acuity and the ability to listen to, understand, and meaningfully engage donors, volunteers, and board members from diverse backgrounds and with diverse perspectives. Excellent written and oral communications skills, attention to detail and accuracy, and creativity and problem-solving skills are required. The desire to work as a member of a collegial, goal-oriented team in a results-oriented organization with high standards is a must. Monthly local, regional, and national travel is required, as is occasional work on evenings and weekends.

Preferred Skills and Experience Knowledge of North Carolina and the University of North Carolina. Experience motivating and/or mentoring colleagues to meet/exceed fundraising goals. Experience working in library fundraising or similar unit on an academic campus. Experience with annual giving, planned giving, and securing gifts from corporations and foundations is a plus.

WORK DESCRIPTION

Percentage Effort	Description
80%	As the major gifts officer for the University Libraries, core responsibilities are to identify, cultivate, solicit, and steward prospects, assuring strong relationships with the Library's current and prospective donors. Manage a personal portfolio of 75-100 prospects and donors in a disciplined and strategic way, with a goal of 150 personal contacts each year, with travel as needed. Collaborate with administration and staff to develop funding proposals that align with the Library's top priorities and fit donor interests through current and planned gifts.
15%	Supervise Assistant Director of Annual Giving and Donor Relations, working to advance and refine programs focused on delivering high-quality donor interactions that foster long-term investment and engagement, as well as continued growth of a robust annual giving program.
5%	Engage with the Executive Director of Development in discussions/decisions related to the overall direction of advancement activities, development, communications, campaign activity, and assist with the Friends of the Library Board of Directors by staffing Board committees.

APPLICATION PROCESS

In one document please submit a cover letter (including how you learned about this opportunity) and your resume and send via email to: unclibrariesearch@mossandross.com

The University of North Carolina at Chapel Hill is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or status as a protected veteran.