



Library

Library Development Director



Position

The Library Development Director will have a dual report to the University Librarian of Portland State Library and to the Vice President for University Relations or the VP's designee. This is an unranked, unrepresented, full-time, 12-month appointment. This position provides leadership and implementation of activities to enhance the fundraising program for Portland State University Library. The Director works closely with the University Librarian, Library staff, Portland State University Foundation, and Portland State Office of University Development to ensure that the fund-raising program and external relations are operated in accordance with the mission, procedures, priorities and needs of the Library and University. Some evening or weekend work and travel are required.

Essential Functions

In consultation with the University Librarian and the Office of University Development, identify, cultivate, solicit, steward, and coordinate major and planned gift prospects (individuals, corporations and foundations)

Coordinate donor relations, which may include an array of written communications, special events, and direct interaction with donors.

Work with the Office of University Development and University Communications to oversee development of all fund-raising materials for the Library, such as mailings, brochures, donor recognition materials, and reports.

Maintain relationships with donor prospects, create case statements, and build internal and external partnerships.

Interact regularly with faculty, students and staff to gather information and develop messages for fundraising activities and campaigns.

Maintain accurate, current records reflecting prospect and donor activities (e.g., contact alerts and reports), and ensure acknowledgement of donor support.

Prepare and develop private grant proposals in collaboration with the Office of University Development, University Librarian, Office of Research and Sponsored Projects, and others

Serve as University and Library ambassador at alumni and development events. Facilitate the participation of University Librarian, faculty and staff in university development and alumni activities.

Work with the University Librarian and the Assistant Vice President for Development to establish annual Library fundraising goals, including specific metric for evaluating success, aligned with the Library and campus strategic priorities, and in collaboration with Library faculty, staff, and others campus wide.

Provide leadership and support in the creation of a successful Library Advisory Council.

Work as part of the major gifts team with University Development, schools and colleges, and the PSU Foundation to coordinate and collaborate on university fundraising.

Assist in the development and promotion of a comprehensive public relations program for the Library in coordination with University Communications.

Manage a portfolio of major gift prospects.

Confidently author correspondence, briefings and compelling proposals.

Stay abreast of developments in charitable giving, including legal issues, and take advantage of professional development and networking opportunities.

Other duties as assigned by the University Librarian.

Required Qualifications

- B.A. or B.S. required.
- Proven record of successful major gift fund raising for at least three years.
- Exceptional communication, interpersonal skills, organizational, time management, project management skills.
- Self-motivated strategic thinker with a proven record of working independently and as part of a diverse team, handling multiple priorities and achieving results.
- Thorough knowledge of development principles and practices.
- Experience with annual giving, gift tracking/processing, direct mail programs, donor relations, and data management, preferably in educational institutions.
- Ability to work positively and productively with diverse constituencies in a changing environment.
- Attentive to accuracy and detail.
- Well developed skills with database software and desktop applications.
- Current driver's license with ability to travel and work some evenings and weekends.
- Must be able to successfully complete a criminal background check.
- Finalists must be able to provide all college transcripts.

Preferred Qualifications

- Experience in higher education and working with volunteers.
- Successful track record in major gifts and campaign experience.
- Entrepreneurial spirit, high energy, positive attitude and diplomacy.

- Ability to respond to challenges and the unexpected with aplomb, flexibility, and a sense of humor.
- Ability to inspire confidence among donors and prospects.

Compensation

Compensation is competitive and commensurate with experience, as well as an excellent benefits package including fully paid health care, reduced tuition rates, and a generous retirement and vacation package.

To Apply

Send cover letter; resume; and names, address, phone numbers, and e-mail addresses of four references to: Karena Bayruns, Search Coordinator, kbayruns@pdx.edu. In cover letter, address how your knowledge and experiences meet qualifications.

Electronic application materials are strongly preferred (Word or .pdf documents). However, materials may be mailed to:

Portland State University Library – LIBW
Post Office Box 1151
c/o Karena Bayruns, Search Coordinator
Portland, OR 97207-1151

Applications not containing all requested documents will not be considered. Transcripts and background checks will be required for finalists.

Online ad: <http://hrc.pdx.edu/openings/unclassified/index.htm>

Deadlines

Review of applications begins April 7, 2008. Open until finalists identified.

Portland State University is an Affirmative Action, Equal Opportunity Institution and, in keeping with the President's diversity initiative, welcomes applications from diverse candidates and candidates who support diversity.