Executive Director of Development, University Libraries

**Essential Job Duties**

**Position Summary:**

A vibrant, best-in-class advancement program is one of the key elements in the Libraries’ strategy to maintain and enhance our leading reputation. The Executive Director of Development position is the NC State University Libraries’ chief fundraising and engagement leader and will be responsible for managing the Libraries advancement program and growing fundraising results in collaboration with university partners and in alignment with industry best practices. This position leads the complete range of development activities including planning, managing, and implementing an annual operating plan and budget designed to attain development goals. Implementation of a comprehensive major gift program that generates individual and corporate donors and other philanthropic support on a continuing basis to achieve goals of the Libraries is an essential part of this responsibility.

The Executive Director will propose and lead strategic initiatives to identify, qualify, prioritize, cultivate, solicit, recognize, and steward donors and prospects, as well as collaborate with and support volunteers and other leaders in their related fundraising efforts. A major responsibility is to provide leadership and strategic direction to the Assistant Director of Development, who supports the major gifts program for the Libraries. The Executive Director collaborates closely with the Program Planning and Outreach Team that includes the Friends of the Library.

The Executive Director reports to the Senior Vice Provost and Director of Libraries with a dotted line reporting relationship to the Associate Vice Chancellor for University Advancement.

**Key Skills and Characteristics:**

The preferred candidate will be a seasoned development professional with leadership and management experience in a complex university or not-for-profit environment. They will be a self-starter who can thrive in a fast-paced environment. A positive attitude and the ability to forge collaborative relationships between the Advancement Team and the Libraries is imperative. Intellectual curiosity and a forward-thinking perspective will be an asset in this role. Inclusiveness and diversity are critical to the success of the NC State Libraries System and the 

Successful candidates must have the following experience and/or capabilities:

* A proven record of successful fundraising from a variety of constituents (may include individuals, corporations and foundations) for restricted and unrestricted gifts; personal involvement in financial resource development; and capability to develop relationships that will benefit NC State University Libraries
* Comprehensive knowledge of the fundraising profession including an understanding of the legal instruments and plans used to enhance the benefits for the donors and the institution, the fundraising process from identification to stewardship, and models to engage alumni
* The ability to work effectively with the Senior Vice Provost, the University Development Office, the Board of the Friends of the Library, and internal and external constituencies of the Libraries
* A reputation as a collaborative team player and ability to advance the mission, history, traditions, and goals of the NC State University Libraries
* A proven leader at an executive level with the ability to recruit, train, and motivate colleagues, volunteers, and staff
* An appropriate level of self-assuredness and good judgment with excellent communication and organizational skills and the ability to prioritize and manage in a multi-task environment
* Demonstrated leadership ability including team motivation in a fast-paced environment through mentoring, goal-setting, and strategic planning

**Primary Responsibilities:**

* Serve as the chief major gifts fundraiser for the NC State University Libraries
* Set annual and campaign fundraising goals in partnership with the Senior Vice Provost and Associate Vice Chancellor
* Serve as the senior adviser to the Senior Vice Provost and their leadership team on philanthropy, advocacy, and alumni and external relations.
* Build mutually beneficial relationships with donors, volunteers, staff and other constituents of the Libraries
* Regularly travel with the Senior Vice Provost to meet with donors, friends, corporations and foundations to secure philanthropic resources
* Set policy, procedures, and best practices for the Libraries advancement program
* Maintain a positive working relationship, collaborate and consult with University Advancement for coordination of resources, services and access to the Chancellor for Advancement purposes
* Manages team to university performance standards and collaborate with University partners to build and maintain a major gifts pipeline
* Manages a focused prospect portfolio of leadership and principal gift level prospects
* Models and reinforces a sophisticated, non-territorial approach to donor-centric philanthropy that encourages teamwork, flexibility and responsiveness
* Lead a team of several professional staff members by providing inspirational leadership and mentorship

**Other Work/Responsibilities**

* Perform other duties as required or assigned.
* Attend a variety of events throughout the year. Regular travel and occasional night and weekend work is required.

**Minimum Education and Experience**

Post-Baccalaureate degree with a minimum of three (3) years or greater of related professional experience; or a Bachelor’s degree and a minimum of 5 years of successful fundraising experience, securing six and seven-figure gifts, preferably in higher education or an institutionally-related foundation.

**Other Required Qualifications**

* Relevant success in a leadership role; significant managerial accomplishments with visionary and administrative components
* Expert knowledge of the principles, practices, and ethics of successful fundraising
* Demonstrated success in securing major gifts from individuals, foundations, and corporations
* Ability to take academic priorities and translate them into development opportunities
* Demonstrated interest in the mission and objectives of a university library
* Excellent listening, oral and written communication, interpersonal, and relationship-building skills
* Ability to multitask and prioritize to achieve goals
* Unrelenting commitment to a collegial team approach
* Computer literacy and competency with electronic donor information systems

**Preferred Qualifications**

* Five or more years of progressive major gift fundraising responsibility
* Master’s degree
* Volunteer management experience
* Prior experience in a comprehensive capital campaign
* An understanding of the land grant, research Tier One university environment
* Familiarity with NC State University

Link to Apply: <https://jobs.ncsu.edu/postings/151482>