

## POSITION VACANCY ANNOUNCEMENT

<b>POSITION TITLE:</b>	Assistant Director of Development
<b>CLASSIFICATION:</b>	Assistant Director of Development
<b>REPORTS TO:</b>	Director of Development & External Relations, George A. Smathers Libraries
<b>SALARY:</b>	\$48,907 minimum salary The Smathers Libraries offer a salary commensurate with experience and credentials
<b>REQUISITION #:</b>	522394
<b>DEADLINE DATE:</b>	July 19, 2022 - applications will be reviewed as received

### JOB SUMMARY

The Assistant Director of Development reports directly to the Director of Development and External Relations for the George A. Smathers Libraries and, through the Director, to the Dean of University Libraries and the Assistant Vice President for Development, UF Advancement. The Assistant Director will be responsible for creating and implementing a strategy for identifying, engaging, and developing relationships with donors to support the mission and goals of the Libraries and will fundraise for the Libraries through personal contacts and the facilitation of programs and events that assist the development effort. This individual will identify and cultivate prospects to close both annual and mid-level gifts (up to \$25,000). The Assistant Director is also responsible for the Libraries two annual giving societies through the identification, cultivation and solicitation of donors and prospects. Additionally, this person will develop project timelines and maintain data demonstrating project successes and needs in coordination with the Director of Development and External Relations.

### RESPONSIBILITIES

#### Strategic Development

- Identifies, qualifies, cultivates, solicits and stewards donor prospects for gifts up to \$25,000 to build a portfolio of fundraising prospects and strategically manages relationships to bring solicitations to closure.
- Work in partnership with the Director on prospects with the capacity/intent to give \$50,000 and above.
- Develops and manages two annual giving programs, the Friends of the Libraries and the Friends of the Panama Canal Museum Collection.
- Works in coordination with the UFF Annual Giving team on bi-annual mailings, phonathons, and Giving Day.

- Oversees the work of the Development Coordinator in relation to the Friends groups.
- Assists with identifying and qualifying prospects who have the potential to make a planned gift to Libraries.
- Assists the Director of Development and External Relations with establishing fundraising goals in alignment with library objectives, development metrics, and strategic planning.

### **External Relations**

- Coordinates strategic events designed to promote Special Collections and other library priorities in order to engage a larger audience and build a major gift pipeline.
- Designs and executes fundraising plans, in partnership with the Director, that include special events, VIP and donor lunches and dinners, campus visits, catered events, library tours with the dean or other senior library faculty, and meetings and initiatives that promote the engagement of Smathers Libraries donors and friends.
- Understands and articulates the unique contributions of Smathers Libraries to education, research, and service on local, national, and international levels to donors, friends and prospects.
- Assists with writing content for proposals, development brochures, case statements, the Libraries newsletter, the Libraries website and other development materials as needed.
- Attends and strategically engages and cultivate donors and prospects at campus and UF Advancement events, providing effective follow-up.

### **Donor Relations**

- Partners with UFF Advancement Donor Relations team to meaningfully and appropriately recognize and steward donors. Collaborate with this office on stewardship opportunities within the annual giving program
- Acknowledges and recognizes gifts in ways that are meaningful to donors and appropriate to the mission, vision and values of the Smathers Libraries and UFF Advancement.
- Initiates annual donor stewardship programs for Libraries, including weekly thank you letters, the Thanksgiving mailing, and the holiday gift and thank you project, all in compliance with expectations of the UFF Office of Development and Alumni Affairs.
- Assists with special projects such as preparing for the Library Leadership Board meetings and compiling prospects for the President's Suite.

### **Administrative**

- Responsible for effective prospect tracking, recordkeeping, reporting and administration aligned with the metrics and reporting required by UFF Advancement.
- Devises and uses consistent, accurate, and appropriate information-sharing mechanisms for stewarding prospects and donors while keeping the Director and the Dean informed through regular meetings and reports.
- Ensures 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.
- Assists in evaluating and analyzing programs using established attributes and metrics to produce accurate reports, guide effective decision making and achieve the vision "TB<sup>2</sup>".

### **Other Duties**

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions related to this position.

## QUALIFICATIONS

We value a range of experience and perspectives. Applicants are encouraged to communicate in their application materials and subsequent interview conversations how their work and other experiences satisfy the following qualifications in ways that may not be obvious.

### **Required:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of relevant experience

### **Preferred:**

- Two to three years of external affairs experience with success in cultivating relationships with individuals and corporate prospects.
- Prior experience in a university or nonprofit environment.
- Prior experience in advertising and marketing.
- General knowledge of fundraising principles, methods, and standards.
- Ability to work strategically, develop and implement constituency programs and activities, and a talent for motivating volunteers.
- Strong verbal and written communication skills
- Ability to work collaboratively and as a team player.
- Competency in problem solving.
- Flexibility and the ability to adapt and work in a rapidly changing academic environment
- 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, Microsoft Outlook Calendar and E-mail, and Internet Browsers, preferably Internet Explorer.
- 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 a personal credit card or funds and be reimbursed is essential.
- Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives

## UNIVERSITY OF FLORIDA LIBRARIES

The libraries at the University of Florida form the largest academic information resource system in the state of Florida with seven libraries and two off-campus facilities. The [George A. Smathers Libraries](#) are comprised of six of the campus libraries, and the off-site facilities. In addition to this system, the [Lawton Chiles Legal Information Center](#) is part of the Levin College of Law. The Libraries hold over 6.27 million print volumes, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents, over 15 million digitized pages from the Libraries' collections and 1.4 million maps and images. Distinctive holdings include the Isser and Rae Price Library of Judaica, Latin American and Caribbean Collection, Baldwin Library of Historical Children's Literature and the P.K. Yonge Library of Florida History. The Libraries maintain partnerships and engages in a variety of collaborative, international projects while [engaging with the UF community](#). We are a member of the Association of Research Libraries (ARL) and other regional library consortia.

The [library staff](#) consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries' commitment to both is articulated in the [Inclusion and Intellectual Freedom Statements](#). The Smathers Libraries will foster and maintain a culture that supports DEI, as values are foundational and permeates all aspects of our organization per [Strategic Directions 4: Diversity, Equity, and Inclusion](#). Support for professional development is central to the Smathers Libraries. Supports include a

formal mentoring program, a robust training program, release time for research and professional service, a comprehensive grants program, and funding for professional development travel.

### **THE UNIVERSITY OF FLORIDA**

The University of Florida (UF) is the state of Florida's preeminent 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 is currently fifth among "Top Public Universities" in the U.S. News and World Report and second among Forbes "Best Value Public Colleges (2016)". UF has a long history of established programs in international education, research, and service. It is one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). At UF we have some of the top faculty in the country. In addition to attracting over \$900 million in research each year, they foster the uniquely collaborative environment that transforms potential into actual results. 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. The University of Florida seeks to address key challenges of our time, from COVID-19 to racism. [Stronger Together: Promoting Racial Justice through Awareness and Action](#) provides UF faculty and staff with a series of educational offerings to help them better understand and address racism and bias and help promote racial justice at the individual, institutional, and systemic levels. For more information, please consult the [UF homepage and the Office of the Chief Diversity Officer website](#).

### **BENEFITS**

[University benefits](#) for this position include retirement plan options, insurance benefits, paid family leave (parental and medical), tuition fee waiver program, and employee assistance program, as well as paid time off and holidays. Gainesville, Florida, has no state or local income tax. The University of Florida provides ongoing [guidelines and resources related to COVID-19](#).

### **AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY**

The University of Florida is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. We are dedicated to the goal of building a broadly diverse and inclusive faculty and staff within a culturally diverse and pluralistic environment; we invite all qualified applicants including women, members of underrepresented groups, individuals with disabilities, and veterans. The University of Florida is a public institution and subject to all requirements under the Florida Sunshine and Public Records laws.

If an accommodation due to a hearing or speech disability is needed to apply for this position, please call 352-392-2477 University of Florida Human Resources or the Florida Relay System at 800-955-8771 (TDD).

### **GAINESVILLE COMMUNITY**

Gainesville and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by more than 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation. The city is just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is an [award winning](#) and innovative city, friendly to both professionals and families. The [Guide to Greater Gainesville](#) combines award winning photography and compelling articles that capture all the reasons for calling Gainesville your next home. The City of Gainesville is a progressive municipality that seeks to [promote racial equity](#). 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.

## **APPLICATION PROCESS**

To apply, submit

- a cover letter detailing your interest in, and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by 11:55 pm (ET) on July 19, 2022 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Job Number 522394](#). If you have any questions or concerns about this process, please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at [tlitchfield@uflib.ufl.edu](mailto:tlitchfield@uflib.ufl.edu).