

Position Available

UNIVERSITY OF NORTH CAROLINA CHARLOTTE, Office of University Development

Title of Position: Director of Development, The J. Murrey Atkins Library

The University of North Carolina at Charlotte seeks an accomplished fundraising professional to serve as the Director of Development for the J. Murrey Atkins Library

UNC Charlotte

Founded in 1946 and now a research intensive university, UNC Charlotte is the fourth largest of the 16 institutions within the University of North Carolina system. The university comprises seven academic colleges and currently offers 18 doctoral programs, 62 master's degree programs and 90 bachelor's degrees. More than 900 full-time faculty comprise the university's academic departments. The fall 2009 enrollment exceeded 24,700 students. UNC Charlotte boasts more than 80,000 living alumni and adds 4,000 to 4,500 new alumni each year.

The J. Murrey Atkins Library

The Atkins Library serves as the heart of UNC Charlotte's campus and directly supports the teaching, research, learning and scholarly activities of the university. The library provides innovative services, timely and relevant collections and the latest technology and research tools. On a typical day, the library serves over 11,000 on-site and virtual users. It houses over 1 million volumes and has access to over 33,000 electronic and print journals. The Atkins Library is the largest academic library in the southern piedmont and is a member of the Association of Southeastern Research Libraries.

Date Position Available: July 1, 2010

Position Reports To: Darlena Goodwin, Director of Major Gifts

Position is: Full Time: X Part Time: ___ Temporary: ___ Other:* ___

*Explain if "Other": ___

Responsibilities:

The Director of Development will function as the Division of Development and Alumni Affairs' representative for the J. Murrey Atkins Library.

Reporting to the Director of Major Gifts in the Division of Development and Alumni Affairs and working closely with the University Librarian, the Director of Development will be responsible for creating and executing a comprehensive development plan for the unit. He or she will be responsible for identifying, cultivating, soliciting and stewarding parents and friends of UNC Charlotte placing emphasis on gifts of \$25,000 and above.

The Director is responsible for working with appropriate university resources, including the Office of Public Relations and Marketing, and the Director of Communications in the division of Development and Alumni Affairs, to promote the library to external constituents.

The Director of Development will develop strong working relationships with the University Librarian, department heads, faculty and unit staff, members of the university's Development and Alumni Affairs staff and volunteers. The Director will provide counsel and coordination for all unit-specific development efforts. All fundraising plans will be developed in collaboration with the University Librarian and coordinated with all other university fundraising efforts.

The Director of Development is responsible for managing his/her portfolio of prospective donors. Responsibilities include, but are not limited to the following:

- Work in concert with all development officers to coordinate all prospect identification and donor contacts.
- Establish relationships with prospective donors through personal visits. Qualify prospective donors based on their ability and inclination to make charitable gifts.

- Design and execute moves management strategies to effectively cultivate and solicit prospective donors. Record all moves in Banner.
- Negotiate gifts on behalf of the university in accordance with adopted gift acceptance policies and procedures.
- Provide appropriate stewardship and follow through once gifts are made.

The Director will also work with the Director of Annual Giving to implement annual giving solicitations for parents of current students.

Qualifications:

The Director must possess a bachelor's degree and a minimum of three years experience in major gift fund raising. Proven track record in closing gifts at the \$25,000+ level is required. Campaign experience is a plus; fundraising experience in a university setting is preferred. Ideal candidate will have demonstrated experience in organizing friends groups and advisory boards. Sound judgment, integrity, excellent interpersonal and communication skills, a strong work ethic, attention to detail, and the ability to think strategically are essential. The Director must be able to work as part of a team while demonstrating the independence essential in concurrently managing a portfolio of prospects and multiple projects. Travel, frequent after-hours work, and some weekend work are required.

Salary Range: Salary range is \$60,000 - \$65,000.

Application Procedures and Special Instructions:

APPLICATION PROCESS:

Applicants are required to complete an online profile at <http://jobs.uncc.edu>. Please attach a letter of interest, your resume, and the contact information for at least three professional references to your profile. Only electronic submissions will be accepted.

A review of applications will begin immediately and will continue until the position is filled. Minorities and individuals with disabilities are encouraged to apply. AA/EOE. Final candidates are subject to a criminal background check. Excellent benefits package. For additional information about UNC Charlotte, visit the website at <http://www.uncc.edu>.

The Association of Fundraising Professionals-Charlotte Chapter (AFP/Charlotte) provides the Executive Referral Service as a service to the community. It is not intended to be an endorsement or recommendation for any job candidates.