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# Example of Library Director Job Description

Our innovative and growing company is hiring for a library director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for library director

* Routinely performs responsibilities of areas of operations at the Med Librarian III level
* Manage and solicit a portfolio of major gift prospects and donors, with an emphasis on gifts of $50,000 and above
* Identify, assess, analyze and conceive appropriate strategies for approaching prospects and making the vitally important selection of the appropriate donor interest match with focus areas within the Library
* Plan and direct the solicitation of prospects by the Director and other university and development leadership as appropriate (President, Vice President for Development)
* Oversee the annual giving appeals and stewardship program for the Library
* Assist the Director in staffing and developing donor engagement opportunities as appropriate
* Ensure consistent and appropriate contacts
* Work collaboratively with peers on the Library’s editorial, web, and social media team to develop effective communication strategies
* Engage with library staff to develop a thorough understanding of library activities, staff responsibilities, and emerging trends, and to match library needs with development opportunities, and to help library staff become more effective in development activities
* Direct Library donor and cultivation events

## Qualifications for library director

* Master’s degree in library or information science from a program accredited by the American Library Association or other relevant advanced degree
* Ten years’ professional experience in an academic health sciences library or large academic library
* Advanced knowledge of search databases such as DIALOG and Ovid, Internet searching skills
* Has expert knowledge of the principles, concepts, and theories associated with conducting a literature search
* Normal or corrected vision, including color vision
* Maintain DART and ROI central electronic files for all prospects, generate thank you letters, initiate and maintain communication (written and verbal) with prospects and donors