

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