

Our company is looking for a library director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for library director

- Maintain connections with the Office of University Development
- Represent the Library and the University at designated functions as required
- Lead in the development of outstanding collections and access to information for the HCL
- Oversee the allocation and management of the funds exceeding \$20 million annually by the collections unit
- Manage the work of over 30 staff selecting in a wide range of disciplines, languages and formats, building consensus and fostering innovation in acquisition, access, and management of collections through collaboration with others
- Collaborate with other collecting areas of the Harvard Library and the University to ensure seamless acquisition and use of resources and to avoid unnecessary duplication
- Collaborate with peers across the Ivy Plus Libraries in the development of the collective collection
- Provide dynamic leadership for development and management of the Science and Engineering Library and department staff
- Plan, implement, monitor and review all activities of SEL, incorporating new services and programs as needed
- Plan and monitor the budget for the department

Qualifications for library director

- Candidate will be an articulate individual with personal integrity, strong interpersonal skills, ability both to work with a team and to be “solo,” creative, flexible, organized, self-motivated, with good planning and follow-through
- At least six years of progressively responsible fundraising experience in an academic fundraising setting with a comprehensive development program
- Excellent collaboration skills and proven ability to communicate orally and in writing and work effectively with diverse constituents including Bentley Library staff, University Development Officers, development officers in other Schools and Colleges, university departments and other external partners
- Experience in a comprehensive campaign at a multi-faceted institution
- Continuously foster library development efforts, including grant seeking and fundraising
- Experience using agile processes and frameworks (especially Scrum, Lean, Kanban)