

Notice of Vacancy
Washington State University Libraries; Pullman, Washington

Director of Development

SPECIFIC RESPONSIBILITIES:

The Director of Development provides leadership and management of the planning, execution, marketing and evaluation of fundraising and development-related activities for the six WSU Pullman Libraries, as well as direction of professional development staff and volunteers. Functions include: major gift fundraising; establishing annual giving strategies; planning and executing donor cultivation and stewardship events; actively managing (including personal solicitations) a portfolio of major gift prospects; managing the development budget and staff; and representing the Libraries and the University to internal and external constituents. Evening and weekend work and travel are required.

ENVIRONMENT:

Washington State University is a land-grant university founded in 1890 with an overall enrollment of over 22,000 students. The main campus is located in Pullman, a town of 27,000 in the Palouse region of southeastern Washington. There are also three regional campuses located in Spokane, Vancouver, and Tri-Cities. The Washington State University Libraries belong to the Association of Research Libraries and the Greater Western Library Alliance. The Libraries have holdings of over two million volumes and access to a wide range of electronic resources. In addition, the Libraries belong to the Orbis Cascade Alliance which provides a cooperative catalog and lending service.

WSU Libraries web-site: <http://www.wsulibs.wsu.edu/>

QUALIFICATIONS:

Required: Bachelor's degree AND six (6) years of progressively responsible experience which includes three (3) years of full-time professional fund raising experience and at least two (2) years in an institution of higher education. Demonstrated success in proposal writing and submission, evidence of ability to plan and execute a fund drive (i.e. responsibility for a project from conception to realization), demonstrated success in face-to-face solicitations of gifts of \$25,000 or more OR comparable experience. Demonstrated effective and persuasive written and verbal communication skills. (Comparable experience includes six (6) years of progressively responsible full-time sales, marketing, public relations, or advancement experience which has involved direct, face-to-face contact with clients, customers, prospective customers and members of the public, program oversight and management, clearly defined goals and objectives and a demonstrated track record of success may be substituted for the experience

requirements. A Master's degree in a related field may be substituted for up to one (1) year of the required experience.)

Preferred: Experience with corporate or foundation proposal writing and/or volunteer boards.

SALARY/BENEFITS:

Commensurate with qualifications and experience. Generous benefits package includes TIAA/Cref retirement, medical/dental, and paid leave program.

TO APPLY:

Applications received by **April 1, 2008** will receive full consideration. Complete applications include a cover letter of addressing qualifications, resume, and complete contact information for three references.

Send to: libraryjobs@wsu.edu
Attention: WSU Libraries Director of Development Search Committee

Emailed applications are preferred. Alternate mailing address is PO Box 646510, Pullman, WA, 99164-5610. Contact for more information: Bonny Boyan, WSU Libraries Personnel Coordinator, boyan@wsu.edu or 509.335.1535.

WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

Washington State University is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509.-335-1259(f), or hrs@wsu.edu.