Director of Development,  
University Library

Position

The Georgia State University Library welcomes an innovative, collegial, and service-oriented colleague to serve as Director of Development for the University Library. The Director engages in a wide range of activities, including management of annual giving and major gift functions for the Library. The position reports to the Associate Vice President for Advancement and the Dean of Libraries. This dual reporting structure ensures that the Director is both engaged with campus advancement colleagues and deeply embedded in the strategic planning of the Library.

Essential Responsibilities

- Manage the Library's portfolio of high-capacity donors and potential donors, while meeting or exceeding annual goals. Includes identification, cultivation, solicitation, and stewardship
- Coordinate annual giving program for the Library
- Prospect and qualify potential donors, growing the Library’s major gifts pipeline
- Manage donor acknowledgments and overall stewardship of library donors
- Collaborate with library administrators, department heads, and communications director to develop appropriate and effective development communication
- Participate in strategic planning for the Library's development efforts, working with the dean to set priorities and execute strategies to ensure the Library successfully achieves or surpasses its annual fundraising goals
- Run queries, prepare reports, and update data using development software and related tools
- Assist with public-facing events, coordinate the Library Board of Advocates, and perform additional duties as assigned

Environment

Georgia State University is located in Atlanta, Georgia, one of the largest and most diverse cities in the Southeast. Georgia State is ranked the #2 Most Innovative University by U.S. News & World Report (2021), with one of the fastest growing research profiles in the country and a proven commitment to the success of students from all backgrounds. Georgia State readies students for professional pursuits, educates future leaders, and prepares citizens for lifelong learning.

Enrolling one of the most diverse student bodies in the nation at its downtown research campus, at its vibrant branch campuses, and online, the university provides educational opportunities for more than 52,000 students at the graduate, baccalaureate, associate and certificate levels. The university is committed to becoming a national leader in diversity, equity and inclusion in our society. For additional information about Georgia State University, visit gsu.edu.

With approximately 2 million visitors each year, the Library is a valued partner within the campus community, offering modern, inviting spaces supporting both teaching and research with extensive collections and outstanding assistance. For additional information about the Georgia State University Library, visit library.gsu.edu.
**Required Qualifications**

Bachelor’s degree and two years of experience in face-to-face solicitation of gifts of $25,000 or more; or a combination of education and related experience.

**Qualifications of Ideal Candidates**

- Experience in development in higher education or with other non-profit agencies
- Excellent verbal and written communication skills
- Knowledge of word processing, spreadsheet, and database applications
- Effective time management and organizational skills
- Demonstrated initiative as well as the ability to work well with others
- Ability to exercise discretion and good judgment when dealing with confidential and sensitive material
- Ability to provide excellent customer service
- Attention to detail
- Experience using development (e.g., Raiser's Edge), CRM (e.g., Salesforce), and/or marketing (e.g., Marketing Cloud) applications.

**Condition of Work and Benefits**

Twelve-month assignment
Health and retirement benefits
Support for travel and professional development

**Salary**

$65,000 - $80,000, commensurate with experience

**Apply**

For more details and application information, visit:


All offers of employment at Georgia State University are contingent upon clear results of a thorough background check.

*Georgia State University is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.*