



THE JOHN CARTER BROWN LIBRARY

## **POSITION ANNOUNCEMENT: Associate Director for Communications & Program Development**

The Associate Director for Communications and Program Development leads the John Carter Brown Library's strategic outreach and fundraising programs, building relationships with local, regional, national, and international partners to enhance the reputation of the JCB's world-renowned collection and supported scholarly research. By directing the Library's strategic communications, programming, and engagement efforts, the incumbent ensures that Library programs, priorities, and goals are communicated effectively through the Library's print publications, website, e-mail communication, as well as other channels internal and external to the Library. By developing and leading the JCB's fund development programs, in close coordination with the Library Director and in consultation with the Brown University Office of Advancement, the position is responsible for raising over \$250,000 in annual board and membership contributions as well as long-term endowment funding initiatives. This position collaborates closely with the Library Director on matters related to fundraising, programming initiatives, communications strategy, and the Library's overarching research agenda.

Responsibilities include:

- Lead the Library's national and international outreach to external institutions, networks and peer libraries and research centers, including strategic constituencies at Brown University, current and potential members of the Library's Association of Friends and Fellows, and other local constituencies;
- Raise annual, endowment, and external grant funds to support the Library. Work with Library leadership and others to generate increasing philanthropic support for Library programs;
- Advise the Director on matters related to communications, public relations, and fundraising, and assisting overall in fulfilling the mission of the institution;
- Supervise staff members who coordinate academic programming, public outreach, and fellowship program.

### **Qualifications**

- Advanced degree strongly preferred
- Minimum of 7 to 10 years of relevant work experience, with background in development and/or public relations strongly preferred. Proven ability to solicit gifts and work with major donors essential
- Ability to interact with a wide variety of constituencies, locally, nationally and internationally. These include Board members, University administrators, librarians, research fellows and scholars, and members of the general public
- Familiarity with foreign languages and knowledge of history/geography would be desirable, but not required
- Discretion in handling donor data; ability to maintain confidentiality regarding financial information
- Accomplished and strategic communicator with excellent writing, public speaking, fundraising, presentation, and planning skills, including grant and proposal writing. Demonstrated ability to handle multiple projects simultaneously and meet tight deadlines
- Experience with Blackbaud or other donor management software and/or information management skills a plus
- Management experience and demonstrated leadership capacity



THE JOHN CARTER BROWN LIBRARY

**POSITION ANNOUNCEMENT: Associate Director for Communications & Program Development**

**About the Library**

The John Carter Brown Library is one of the leading institutions of its kind in the world. An independent research library established in 1846 and located since 1904 on the campus of Brown University, it is renowned for its collection of books, maps, and manuscripts related to the history of the Americas from the arrival of Europeans c. 1492 to the independence movements of the late-eighteenth and early-nineteenth centuries. It also houses a highly regarded fellowship program that attracts between 30 and 40 scholars from around the world each year; an ever-expanding digitization program, with ambitions to become even better connected to today's dynamic environment of digital scholarship; a world-class curatorial staff, with professional expertise in the fields the library serves; cutting-edge academic programming; and an intimate and elegant research environment that is the envy of its peers.

**To Apply**

To apply, please send a formal application via e-mail [jcb-director@brown.edu](mailto:jcb-director@brown.edu) or visit Brown University's career opportunities website at: <https://brown.wd5.myworkdayjobs.com/staff-careers-brown/jobs> and reference the **Associate Director for Communications & Program Development** position. Complete an application online, attach documents, and submit for immediate consideration. Documents should include cover letter, resume, and the names and e-mail addresses of three references. Review of applications will continue until the position is filled.

Applications can also be sent via regular mail to:

The John Carter Brown Library  
AD for C & PD Search Committee  
Box 1894  
Providence, RI 02912