Houston Academy of Medicine – Texas Medical Center Library
Development Director

The Houston Academy of Medicine-Texas Medical Center (HAM-TMC) Library is a major research library serving Texas Medical Center researchers, clinicians and students, including two major medical schools and over 20 member institutions. The Library is also the Regional Medical Library for the National Network of Libraries of Medicine South Central Region, with responsibility of providing health information to health professionals and consumers in the five state Region of Arkansas, Louisiana, New Mexico, Oklahoma and Texas.

JOB RESPONSIBILITIES
Raises money to fund HAM-TMC Library programs, collections, and services. Obtains funding and oversees management of grants from public and private sources. Insures the HAM-TMC Library's marketing and public relations efforts will reach potential funding sources. Coordinates fund raising activities of the Friends of the Texas Medical Center Library.

DUTIES
• Collaborates with Executive Director and Executive Committee to develop funding strategies and goals for the Library;
• Collaborates with department heads and Associate Director for Research to identify and create special fundable projects for Library development;
• Builds and maintains relationships with organizations, corporations, foundations, etc. that provide funding opportunities and/or donations;
• Coordinates fund raising activities of the Friends of the Texas Medical Center Library;
• Establishes relationships with TMC Institutions and other clients and identifies opportunities to provide educational and informational services;
• Helps develop plans for marketing the Library’s programs and services;
• Researches and identifies external funding opportunities for the Library;
• Researches and recommends new methods of revenue generation;
• Promotes proposal opportunities with TMC Institutions, government agencies, and private sector interests;
• Develops fundraising portfolios describing Library products and services;
• Writes and reviews grants and contracts prior to submission;
• Negotiates contracts and grants with funding organizations;
• Monitors and records progress and updates regarding RFPs, guidelines, reports, deadlines, submissions, etc.;
• Monitors award notices, program development, contract activities and requirements, and submits quarterly reports of funding activities;
• Completes all activities towards the fulfillment of the Library mission and strategic objectives;
• Collaborates with others to create an atmosphere of enthusiasm and commitment;
Establishes and maintains an environment that encourages teamwork, interdependence, and customer service; and
• Lead in design and writing of Annual Report and Library marketing materials
• Other duties as assigned

QUALIFICATIONS

Required: BA or BS; fund raising experience, 3-5 years; highly developed writing and communication skills; highly developed interpersonal skills; experience with project management; membership in relevant associations.

Preferred: Library science knowledge; marketing and public relations knowledge and experience; web and technology skills; knowledge of Houston community and/or medical & science/technology environment; knowledge and experience with relevant fund raising software (e.g. Raiser’s Edge).

The HAM-TMC Library offers a complete benefits package which includes health, dental, life and long-term disability insurance. In addition to a comprehensive benefits package, the Library provides paid holidays, vacation accrual, a retirement plan and a monthly transportation subsidy.

The HAM-TMC Library is an equal employment opportunity and affirmative action institution, providing access to employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran’s status, political affiliation, or disability.

Salary Range: $44,000 - $50,000.

Please fax, mail or email CV or Resume to:
Zina Hayes, Human Resources Specialist
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