Emory Libraries seeks a dynamic professional to provide vision and leadership in the development, promotion, and advancement of its extraordinary Rose Library and all associated collections and operations. The director will work with Rose Library staff, Emory students, faculty, and administrators, as well as friends and researchers from the Emory community and beyond to expand its impact and advance its mission, “to collect and connect stories of human experience, promote access and learning, and offer opportunities for dialogue for all wise hearts who seek knowledge”. The Rose Library is a University treasure enthusiastically endorsed, supported, and valued for its esteemed collections.

The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to more than 250,000 rare books and serials dating from the 13th century to the present and over 17,000 linear feet of manuscript material. Rose Library’s collections span more than 800 years of history, with particular depth in modern and contemporary literature which consists of the Raymond Danowski Poetry Library, a 75,000 volume collection of rare and first edition of modern and contemporary poetry; African-American history and culture that embraces political and social movements, literature and arts, and sports; and modern political and historical collections documenting the history, culture, and politics of Atlanta, Georgia, and the South. The Rose Library also houses Records Management, and University Archives containing records and special material that document the origins, history, development, activities, and achievements of Emory University and affiliated organizations.

Position Summary

Reporting to the University Librarian, the Director provides vision, leadership, administration, and strategic direction for all programs within the Rose Library. The director strategically aligns collections, services, programs, and outreach with the broader libraries, the community, and Emory’s academic mission. In collaboration with the Rose Library leadership team, the Director actively participates in promotion, marketing, and development efforts. As a member of the Libraries’ senior leadership team, the Director works collaboratively across the organization to integrate special collections into the broader strategic directions of the Libraries and the University, and participates in collaborative programs and services at the local, state, regional, national and international level in the advancement of services, collections, and programs.

Essential Responsibilities & Duties

A. Leadership & Administration

- Provides vision and leadership in the administration of the Rose Library in alignment with the Libraries’ and Emory’s educational and research mission. Collaboratively builds a strategic direction for Rose Library collection development to include University Archives and records, and all associated operations working to align and integrate into the broader goals of the Libraries and the
university. Identifies opportunities for the Rose Library to lead regionally and nationally transforming collections and services.

▪ The Rose Library has approximately 27 FTE staff, which includes four direct reports consisting of three curators and an associate director who manages the division's departments and units and supervise noted staff and student employees. The director coaches, mentors, and works with direct reports to coordinate recruitment, hiring, supervision, professional development, and evaluation of staff and student employees.

▪ Works collaboratively to establish priorities, build strategies, and advance directives for collection development for both digital and print materials. Identifies and initiates collecting areas in support of records management, evolving research, and the teaching mission. Promotes engagement with faculty, University Administration, and donors to build and steward relationships in the advancement of Rose Library collections. Works to increase the use of special collections and University records and archives in the classroom, in digital scholarship initiatives, exhibitions, and in the development of open educational resources.

▪ Oversees Rose Library budgets, personnel management, and space planning in collaboration with the leadership team. Initiates timely changes and assessment strategies to advance the organization’s effectiveness, efficiency, and services in all areas. Advocates for internal and external funding for special collections and projects. Provides guidance to enhance appraisal, collection development and collection management capabilities and ensures that allocated funds are managed appropriately.

▪ Contributes leadership in library-wide planning, policy making, development and evaluation of services. Participates as a senior manager and Cabinet member of the Libraries.

B. Collaboration & Engagement

▪ Seeks various pathways to increase the recognition of Rose Library collections and services and promotes the Library’s role in the academic and broader community. Participates as an advocate and the primary spokesperson from the Rose Library to the schools, colleges, and departments and university committees for archives, special collections, and records management.

▪ In collaboration with Campus and Community Relations develops and manages a diverse palette of educational public programs, services, and exhibitions to showcase collections, encourage dialogue, and enhance the curricular and scholarly use of Rose Library collections.

▪ Encourages and ensures coordination and integration where appropriate encouraging personnel to work across departments to support goals and initiatives. Works with other departments and staff to develop priorities, technical infrastructure and workflows in support of the Libraries strategic priorities.

▪ Fosters a collaborative and inclusive work environment in alignment with the Libraries’ and the University’s equity, diversity, and inclusion goals.

C. Marketing, Donor Relations, Stewardship, Grants, and Fundraising Activities

▪ In collaboration with the University Librarian and the Campus and LITS development office, cultivates donors and other funding opportunities to advance Libraries’ goals, resources and infrastructure.

▪ Works with the Rose Library team and Campus and Community Relations to develop relevant publications, websites, video, programming, and activities to highlight collections and fundraising opportunities related to the preservation and expansion of the special collections.
- Participates in donor stewardship activities through various forms of communication and interactions.
- Investigates and pursues relevant grant opportunities to expand access to collections, preservation, education, and services.
- Connects to entities and attends conferences relevant to advancement to build networks and knowledge and expand pipeline.

D. Campus Contributions & Professional/Scholarly Association Involvement & Activity

- Participates in library committees related to primary job assignment as appropriate.
- Participates in appropriate professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, workshops; and serving in appointed or elected positions.
- Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.
- Adheres to guidelines outlined in the Handbook Governing the Librarian series for Faculty-Equivalent Librarians to ensure appointment, appointment renewal and promotion-in-rank.

**Required Qualifications**

- ALA-accredited master's degree in Library and Information Science OR equivalent education and experience.
- Minimum of five years of developing and administering special collections within a major research library; familiarity with current special collections practices and initiatives including digital strategies.
- Demonstrated competence in strategic planning and managing change in complex environments.
- Experience with budget planning and administration, human resources management, and facilities and space planning.
- Demonstrated leadership ability, analytical skills, creative and innovative problem-solving skills, and a strong commitment to service excellence.
- Demonstrated experience in building an effective assessment strategy.
- Commitment to fostering a diverse, equitable, and inclusive educational environment and workplace and an ability to work effectively with a diverse faculty, staff, and student population
- Experience with supervision, providing guidance and direction, monitoring and evaluating performance, coaching and counseling, and taking disciplinary action as necessary.
- Excellent skills in building and sustaining an effective communication strategy and interpersonal relations.
- Evidence of an ability to develop and maintain an expansive development program including government and foundation grant applications and/or individual and corporate awards.
- Capacity to thrive in the exciting, ambiguous, future-oriented environment of a world-class research institution and to respond effectively to changing needs and priorities.
- Commitment to professional issues demonstrated through demonstrated knowledge of current trends and issues and evidence of active participation, involvement, and leadership in local, state, regional, or national professional or scholarly associations and documented evidence of research and publication.
Preferred Qualifications

- Advanced degree (subject master’s or doctoral) in a relevant discipline and/or record of teaching or scholarship preferred.
- Specialization in Rare Books or Archival Administration in an academic or special library
- Participation in digital and scholarly communications initiatives

Application Procedures
Interested candidates should review the applications requirements and apply online at

https://faculty-emory.icims.com/jobs/15752/job

Requisition/Job Posting #15752

Applications may be submitted as Word or PDF attachments and must include:

1) Cover letter of application describing qualifications and experience;
2) Current resume/vita detailing education and relevant experience; and
3) On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Candidates applying by March 5, 2018 will receive priority consideration. Review of applications will continue until the position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

General Information
Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master’s OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to http://www.hr.emory.edu/eu/benefits/.

Description of Institution and Library
Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South’s leading health care systems. Emory’s beautiful, leafy main campus is located in Atlanta’s historic Druid Hills suburb and is home to 7,591 undergraduates and 7,103 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined
workforce of approximately 29,931 and an annual operating budget of $4.8 billion. Emory University received $574.6 million in research funding in 2016. Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia, is an intellectual commons for the Emory community. Comprised of 10 libraries, Emory’s collections include more than 4.4 million volumes, 156,766 electronic journals, 943,697 electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to more than 250,000 rare books and over 17,000 linear feet of manuscript material. Rose Library’s collections span more than 800 years of history, with particular depth in modern literature, African-American history and culture, and the history of Georgia and the South.

Emory Libraries staff number approximately 276 with an overall library budget of approximately $45 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL), Georgia Library Learning Online (GALILEO), and the GETSM Consortium (a consortium of the University of Georgia, Emory, Georgia Tech, Georgia State University, and Georgia Regents University).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other library spaces include the Science Commons, Cox Hall Computing Center, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Center Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to [http://www.hr.emory.edu/eu/benefits/](http://www.hr.emory.edu/eu/benefits/).

Emory University is an equal employment opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.