

Director of Development Job Description

This position reports directly to the Executive Director of the Central Arkansas Library System.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Deploy best practices as a member of the Senior Leadership Team to engage the support and participation of staff and all Boards to achieve the fundraising goals that support the library's strategic plan, goals and objectives. Act as the point person for all matters related to development and fundraising.
2. Serve as the primary library management team's liaison to the CALS Foundation by scheduling the Foundation Board's meetings, providing it with reports, recruiting members for its board, and overseeing the Foundation's outreach and communications in order to increase awareness of the mission of CALS Foundation.
3. Implement a review of the Foundation's mission and operations with the goal of having it function in the manner that other public library foundations do to support their libraries. Provide leadership in setting fundraising goals of the CALS Foundation. Work with the Foundation Board to organize fundraising events.
4. Direct all communications and marketing for the CALS Foundation working in conjunction with the Communications Department.
5. Administer a consolidated donor management system for the CALS Foundation that is accurate, reliable and IRS compliant.
6. Manages and oversees a comprehensive fundraising plan. Develop overall goals and objectives for successful fundraising in coordination with library management team. Create and implement an annual giving campaign.
7. Plan and implement short-term and long-range plans for ongoing fundraising efforts that support new library initiatives in keeping with the CALS Strategic Plan.
8. Build relationships within the community and other non-profit organizations. Participate in community relations activities as necessary to promote the Library and cultivate donor relationships.
9. Supervise and manage CALS' Development Office staff of 3 employees as well as any vendor activity.
10. Write and execute policies and procedures for gift management and donor management activity. Develop and maintain donor stewardship policies and procedures.

11. Develop, cultivate, and maintain effective working relationships with all boards, volunteers, staff, elected officials, major donors, prospective donors, other foundations, and other business and community leaders.
12. Supervise and assist in the researching of grant opportunities to support identified CALS projects and programs, write or assist in writing grant applications with appropriate staff. Oversee the submission of grant reports and required documentation of grant expenditures.
13. Support library staff assigned to coordinate Six Bridges Book Festival, Arkansas Sounds, and Summer Reading Program with identifying and soliciting program sponsors.
14. Develop relationships and exchange ideas and practices with development officers working in comparable roles for other libraries around the country that have goals and resource bases similar to those of CALS.
15. Pursue professional development which may include travel to keep informed of current and emerging fundraising trends.
16. Adhere to the Association of Fundraising Professionals (AFP) Code of Ethical Standards.
17. Perform any other related duties as required or assigned by the Executive Director.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. A qualified applicant must have the equivalent of a four-year college degree, plus 5 years related experience and/or training, and 5 years related management experience, superior organization, communication, interpersonal and writing skills.