

DEVELOPMENT DIRECTOR

(Range 134)

DEFINITION

Performs professional work in planning and implementing programs to raise private funds for the Library District from individuals, corporations and foundations to strengthen collections, support special programs and meet special needs, including preparation and administration of grant proposals to local, state and federal agencies.

SUPERVISION RECEIVED AND EXERCISED

This is a contract position that serves at the pleasure of the Executive Director.

Receives administrative direction from the Executive Director.

Exercises general supervision over assigned staff.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Develops operational goals and objectives for the Development Office.
2. Designs, plans, organizes, and directs philanthropic efforts and fund raising strategies in order to achieve established goals with significant emphasis on individuals, corporations and foundations.
3. Formulates annual plans and strategies to achieve District's fund-raising, relationship development and public relations goals.
4. Directs the execution of major gifts, annual and planned giving programs.
5. Develops positive and beneficial contacts and relationships with individuals, corporations and foundations to create and enhance philanthropic giving.
6. Researches individuals, corporate and foundation prospects and develops cultivation and solicitation strategies for each prospect.
7. Coordinates as well as writes and edits accurate, meaningful materials for each prospect, and develops special campaign materials as needed.
8. Designs, develops and implements donor recognition/appreciation strategies.
9. Ensures the efficient operation of the Development Office.
10. Serves on the Library District's Executive Steering Committee.
11. Advises the Library District's Executive Steering Committee on current projects and activities, and philanthropic efforts, proposed policies and actions.
12. Resolves a wide range of routine and non-routine personnel issues and difficult situations.
13. Works with staff to coordinate a variety of activities designed to promote the

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philanthropic efforts of the Library District.

14. Participates on interview panels and selects staff for the Development Office.
15. Directs and supervises subordinate staff including scheduling, training, working with staff to correct deficiencies, disciplining, and completing performance evaluations.
16. Maintains adherence to Development Office budget in accordance with established management objectives.
17. Prepares and submits memoranda and reports to the Executive Director and Library District staff and management regarding Development Office activities.
18. Conducts research, procedural, and administrative studies and prepares reports, recommending solutions or courses of action.
19. Develops, interprets, and implements Development Office policies and procedures.
20. Ensures compliance of all pertinent Federal, State, and Local laws, regulations, and ordinances as well as all Library District policies and procedures.
21. Interacts extensively in person, over the telephone, and via e-mail with Library District staff and management, outside agencies, vendors, and patrons.
22. Maintains current knowledge of various aspects of written and graphic production.
23. Stays abreast of new trends and innovations in the field of fund raising.
24. Responds to inquiries and complaints in a courteous and timely manner.
25. Attends or conducts staff, Board, and other miscellaneous meetings.
26. Utilizes personal computers, the Internet, and e-mail.
27. Operates office equipment including but not limited to: copy machine, telephone, and facsimile machine.
28. Maintains a safe environment for both patrons and staff.

Marginal Functions:

1. Participates in committee work and chairs committees when needed.
2. Attends and participates in professional association meetings and seminars.
3. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Planning and implementing major and diverse financial development and marketing programs for public service institutions.

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2. Current literature, trends, and developments in the field of fund raising and philanthropy.
3. The planning and implementation of securing major gifts and planned giving.
4. The principles of project management and planning and coordinating multiple projects and activities.
5. The principles of grant funding, including source identification, application and administration.
6. Laws and practices applicable to philanthropic giving, charitable solicitations, fund raising, bequests and endowments.
7. Effective supervisory principles and techniques.
8. Library District, Branch, and Department policies and procedures.
9. Library District terminology and functions.
10. Correct English usage, spelling, punctuation, and grammar.
11. Research techniques and the sources and availability of current information.
12. Basic accounting principles and procedures principles, and budget development, administration, and control.
13. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Analyze and interpret complex and technical materials.
2. Exercise good judgment and make sound decisions.
3. Plan, organize, and review complex projects for accurate and efficient results.
4. Perform multiple tasks concurrently.
5. Work quickly and accurately.
6. Exercise initiative and discretion.
7. Supervise and direct the work of subordinate staff.
8. Accept and manage change and maintain flexibility.
9. Work under pressure and meet deadlines.
10. Interpret, explain, and apply Library District and Department policies and procedures as well as pertinent Federal, State, and local laws, regulations, and ordinances.

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11. Work both independently and as part of a team.
12. Understand and follow oral and written instructions.
13. Plan, organize, and conduct meetings.
14. Maintain effective working relationships with those contacted in the course of work.
15. Communicate clearly and concisely, both orally and in writing.
16. Communicate with and elicit information from difficult, upset and irate individuals.
17. Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.
18. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
19. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Communicating and establishing effective working relationships with other employees, organizations and the public.
2. Use of personal computers and associated software programs.
3. Use general office equipment.

QUALIFICATIONS

Training and Experience:

Master's Degree in Marketing, Public Relations, Business Administration, or a closely related field required; five (5) years of professional experience in planning, organizing and coordinating fund-raising activities, which includes planned and major giving, including the identification of potential donors, organizing campaigns and benefit events required; demonstrated abilities to: manage professional and

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paraprofessional staff; develop, implement and coordinate a wide range of fund-raising programs; and work as a member of a senior management team required; or an equivalent combination of training, education, and experience.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, or frequent light lifting (5 - 10 pounds); occasional moderate lifting (11 - 20 pounds); occasional bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment; and working on a keyboard, sitting, or standing, for extended periods of time.

Tasks require sound perception, depth perception, color perception, texture perception, visual perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

License, Certificate, or Special Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Job requires full time best efforts on behalf of the Library District. Incumbent may not engage in any outside corporate or non-profit fundraising activities or philanthropic efforts that may compromise these efforts.

FLSA: **EXEMPT**

CBA: **NONE**

DEVELOPED: **SEPTEMBER 4, 2001**

REVISED: **MAY 8, 2007**
 APRIL 24, 2008