

DEVELOPMENT OFFICE MANAGER

(Range 118)

DEFINITION

Provides a variety of high level office and project management support for the Development Director and operations of the Development Office, including grant development and management; donor development and management; Las Vegas-Clark County Library District Foundation operations and activities; Library District Strategic Planning, Special Projects, and Community Connect support.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Development Director.

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

Essential Functions:

1. Grant and Donor Support. Performs highly responsible support for Library District and Library Foundation grant and donor research, cultivation, correspondence, grant proposal development, gift solicitations, grant and gift management, donation and grant outcome tracking, evaluations, reports and recognition activities. Maintain grant and donor databases and files.
2. Library Foundation Operations Support. Responsibility for Library Foundation meeting logistics, including catering, Board of Director packet development and distribution, organizational minutes, and Foundation correspondence, as directed.
3. Project Management Support. Provide clerical and project management support for Development Office projects, including Strategic Planning, Community Connect, Special Projects and special events, as assigned.
4. Office Communications Support. Assist with communications activities, including development of media releases, event flier copy, web copy and social media calendar content and channel development. Interact extensively in person as well as via e-mail, text and telephone with a variety of outside agencies, vendors, contractors and the general public. Work effectively with the Library District's Branding and Marketing department and the Foundation's creative consultants.
5. Office Administrative Support. Provide primary administrative support for the Development Office, including correspondence, communications, document editing, filing, calendar management, database management, book-keeping and budget management, financial reports and research for both Library District and Library Foundation.
6. Professional Development. Acquire and maintain knowledge, understanding and support of public library trends, service models, policies and procedures. Participate in seminars, workshops and other training to enhance expertise and update knowledge on libraries, non-profit management, organizational development, grant-making and fundraising.

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Marginal Functions

1. Perform related duties and responsibilities as required.
2. Work on special projects as assigned.
3. Participate in committee work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

1. Recognized development principles in grant-writing, fundraising campaigns and giving campaign administration.
2. Microsoft Office software including Word, Excel, PowerPoint, Outlook and Project.
3. Modern office management and procedures to include online donation site management, online meeting software and internet research.
4. Organizational bookkeeping and finance procedures.
5. Library District, Foundation and Department policies and procedures.
6. Library District and Foundation terminology and functions.
7. Pertinent Federal and State statutes governing assigned department.
8. Correct English usage, spelling, and punctuation.

Ability to:

1. Gather and analyze facts on a variety of subject matter and to develop recommendations, reports and proposals.
2. Maintain fiscal and complex clerical records.
3. Develop and disseminate print and electronic communications such as solicitations, newsletters, reports and publications.
4. Develop and implement work plans, project plans and comprehensive development and strategic plans.
5. Ability to pay attention to detail.
6. Handle confidential and sensitive files and financial information.
7. Represent the Library District and Library Foundation positively to donors, Library Staff, volunteers and the public.
8. Generate accurate reports.

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9. Understand and follow oral and written instructions.
10. Establish and maintain highly effective working relationships in and outside the Library District.
11. Work both independently and as part of a team.
12. Plan, organize, and prioritize projects and work assignments for efficient results.
13. Manage multiple tasks, projects and priorities under deadlines.
14. Communicate clearly and concisely, both orally and in writing.
15. Proof-read and edit.
16. 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.
17. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Use of personal computers and associated software.
2. Use of library and general office equipment.

QUALIFICATIONS:

Training and Experience:

Bachelor's Degree in Management or related field required; three (3) years of increasingly responsible office management, grant-writing, non-profit management and/or non-profit bookkeeping experience required; demonstrated proficiency in writing, word processing, spreadsheet creation, project management software, and other computer skills required; typing skills required; OR an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

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Physical Requirements:

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

Tasks require visual perception, audio 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.

FLSA: EXEMPT
CBA: SUPERVISOR
DEVELOPED: JULY 20, 2015