

<b>Title:</b> Director of Development	<b>Classification:</b> Specialist
<b>Primary Work Location:</b> Norristown, PA	<b>Department:</b> Administration
<b>Supervisor:</b> Executive Director	<b>Number of Employees Directly Supervised:</b> 0
<b>Status:</b> <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	<b>Fair Labor Standards Act Status:</b> Exempt
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<b>Hours:</b> 37 hours/week (Days, Occasional Evenings and Weekends)

**Statement of Responsibilities:**

The Director of Development will manage a portfolio of prospective major gift donors in support of Montgomery County-Norristown Public Library, especially during the Annual Appeal campaign. This position is responsible for the oversight and coordination of fundraising. Working closely with the Executive Director, the Director of Development will plan and execute special fundraising events, manage grant writing and identification of new grant opportunities, generate communication, newsletters, and annual reports.

**General Responsibilities:**

- Identify, cultivate, solicit, and steward prospective major gift donors.
- Develop and implement cultivation/solicitation strategies for each prospective donor.
- Prepare written proposals, informational materials, gift illustrations, and other materials to secure major gifts.
- In consultation with the Executive Director, establish professional goals, objectives, and strategies for major gift fundraising. Participate in assessing progress toward goals.
- Participate in the development of policies and procedures relating to the major gift program, marketing materials for the major gift effort, and major gift cultivation and stewardship activities and events.
- Identify and build relationships with potential donors.
- Secure commitments of participation or donation from individuals or corporate donors.
- Write and send letters of thanks to donors.
- Create and update donor and fundraising databases.
- Develop strategies to encourage new or increased contributions.
- Develop or implement fundraising activities, such as annual giving campaigns or direct mail programs.
- Compile or develop materials to submit to granting or other funding organizations.
- Conduct research to identify the goals, net worth, charitable donation history, or other data related to potential donors, potential investors, or general donor markets.
- Develop fundraising activity plans that maximize participation or contributions and minimize costs.
- Direct or supervise fundraising volunteers.
- Establish fundraising or participation goals for special events or specified time periods.
- Monitor progress of fundraising drives.
- Recruit sponsors, participants, or volunteers for fundraising events.
- Contact corporate representatives, government officials, or community leaders to increase awareness of organizational causes, activities, or needs.
- Attend community events, meetings, or conferences to promote organizational goals or solicit donations.
  - Write reports or prepare presentations to communicate fundraising program data.

- Explain the tax advantages of contributions to potential donors.
- Design or produce materials such as posters, Web sites, or newsletters to promote, market, or advertise fundraising events.
- Monitor budgets, expense reports, or other financial data for fundraising organizations.
- Plan and direct special events for fundraising, such as silent auctions, June Jazz, etc...
- Direct or coordinate Web-based fundraising activities, such as online auctions or donation Web sites.
- Secure speakers for charitable events, community meetings, or conferences to increase awareness of charitable, nonprofit, or political causes.
- Coordinate transportation or delivery of materials, supplies, or donations for fundraising events.
- Develop and maintain media contact lists.
- Prepare materials such as fundraising envelopes, bid sheets, or gift bags for charitable events.

### **Required Knowledge, Skills & Abilities**

- Demonstrated success in raising funds from diverse revenue streams, including institutional, corporations, and individual donor sources for a non-profit organization.
- Highly motivated self-starter with adherence to timelines.
- Knowledge of fundraising techniques, finances and budgeting for nonprofits.
- Ability to be flexible in working in an environment with numerous deadlines and competing priorities.
- Strong verbal and written communication skills with an attention to detail.
- Demonstrated history of collaboration with an ability to also work independently.
- Effective interpersonal skills and the ability to work well with perspective donors, coworkers, and supervisor.
- Skill in developing and implementing long-term strategic donor solicitation plans. Success in managing an individual portfolio of established donors and potential prospects or client relationships.
- Appreciation for and the desire to actively and positively contribute to public libraries.
- Familiarity with and ability to learn relevant technology platforms to prepare reports and other written documents using word processing, spreadsheets, and databases.
- Discretion in dealing with confidential information and demonstrated willingness to uphold high ethical standards.

### **Qualifications**

- Three years of relevant experience in fundraising or sales and 5+ years of professional experience in a nonprofit
- Familiarity with gift planning techniques.
- Bachelor's degree required. Master's degree preferred.
- Current valid driver's license and reliable transportation.
- Advanced knowledge of Microsoft Excel, Word, and PowerPoint.

### **Physical Demands or Requirements** (\* indicates essential requirement)

#### Strength/movement requirements

Able to lift or move 30 pounds

\*Able to adjust to floor and/or overhead level

\*Able to remain in a stationary position and/or traverse for 2 hours at a time

#### Manual/physical dexterity requirements

\*Able to manipulate keyboard of computer, typewriter or other office equipment

- \*Able to manipulate mouse, pointing device or other input device
- \*Able to manipulate data cables, cords, connections, or similar power and data devices
- \*Able to manipulate pages of books, insert and remove disks, manipulate library materials

Communication requirements

- \*Able to use telecommunication devices to communicate with staff and public
- \*Able to observe, understand and create written material

**Additional Eligibility Requirements**

- Employment is contingent upon the submission of the following: PA State Police Criminal History, PA Child Abuse History Clearance, FBI Criminal Background Check, and PA State Mandated Reporter Training within 30 days from the date of hire and resubmission 60 months thereafter.
- Complete at least 6 hours of continuing education every two years as required by Act 37 of 1999 (Title 24PA, C.S.A §9335 (b)(4)).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. All employees must be able to perform the essential functions of this position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent of undue hardship.

**Print Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Revised: January 17, 2024