

TOWNSHIP OF LOWER MERION

JOB POSTING

TITLE: **Director of Development**
 Library Department
 Part-Time (22 Hours per Week)

SALARY RANGE: **\$35 to \$38/hour (Dependent upon Qualifications)**

SUMMARY:

Fosters a culture of philanthropy within the Lower Merion Library System. Assures the culture, systems and procedures support fund development. Develops a balanced mix of funding sources and solicitation programs tailored to meet the Library's mission. Oversees agency fund development and marketing efforts, including day-to-day operational issues and implementation of long-term strategic initiatives. Works with member libraries and local boards to increase fundraising capacity in the local libraries. Develops and manages grant projects. Participates as a member of the management team to formulate and implement policies and plans to meet the Library short and long-term objectives. Assists in the general promotion and public awareness of libraries.

ESSENTIAL FUNCTIONS:

Nurture relationships with donors through personal outreach.

Advise member libraries on fundraising techniques.

Train member library staff and board on effective fundraising techniques.

Coordinate fundraising events among libraries.

Assist member libraries with signature events.

Identify and develop grant applications to further the LMLS mission, e.g. Library Services and Technology Act (LSTA), Educational Improvement Tax Credit (EITC), foundations and corporations.

Develop and oversee major gift solicitation strategies.

Guide volunteers in major gift solicitations and personally solicit gifts as appropriate.

Work collaboratively with member libraries, the Lower Merion Library Foundation, Board of

Trustees, community volunteers, library employees, Lower Merion Township employees, and local elected officials to accomplish goals.

Work with donors, attorneys, trust officers and others to enhance bequests and planned gifts.

Communicate with donors about charitable giving laws and regulations.

Analyze library user and donor data and utilize results to improve fundraising effectiveness.

Create and monitor development plan and calendar.

Prepare and monitor development activity budget.

Oversee selection and use of donor database, direct mail services, online donation services and other necessary development resources.

Work closely with the Director of Libraries and the Township Public Information Officer by preparing key points and concepts for development communications pieces and activities.

Represent or speak for the library at community events and organizations when designated.

Provide advocacy support for library issues.

Coordinate volunteers, interns or clerical assistants as assigned.

Performs related work as required.

QUALIFICATIONS:

Bachelor's degree, in public relations, business or related field.

Minimum five (5) years development and grant writing experience including work with major donors and community leaders.

Experience in public relations and advocacy.

Valid PA driver's license.

Ability to establish personal relationships that support good donor stewardship and gift cultivation.

Ability to maintain cooperative, collaborative relationships with libraries, donors, staff, volunteers, elected officials, and public.

Ability to train staff and trustees in fundraising techniques.

Good working knowledge of charitable giving laws and regulations.

Ability to learn and use new hardware, software and social media. Computer skills in Microsoft Office required; Google office tools (Gmail, Google Docs, etc.) preferred.

Knowledge of Lower Merion Township and its organizations and businesses is desirable.

Ability to be self-motivated and work both independently and in a team environment.

Ability to interest and motivate others.

Awareness of and commitment to the library's mission and importance.

Excellent writing and public speaking skills.

Ability to communicate effectively with donors, community volunteers, elected officials, staff, and the public.

Ability to analyze fundraising data to identify trends and opportunities.

Ability to develop budget projections and monitor progress toward goals.

Ability to understand and explain basic aspects of planned giving tools.

Demonstrates confidentiality, good judgment, diplomacy and tact in working with others.

Thinks quickly, maintains self-control and adapts to change.

Embraces change and innovation in solving problems.

Possesses the ability to provide expert advice without formal supervisory responsibility.

PHYSICAL REQUIREMENTS:

Ability to sit for up to 4-8 hours and stand and/or walk for up to 2-4 hours per workday.

Ability to bend/stoop, squat, kneel, reach above shoulder level, lift, push and pull up to 35% of the workday for general office procedures.

Ability to lift and carry up to 34 pounds of equipment up to 15% of the workday, and ability to lift and carry up to 24 pounds up to 10% of the workday.

Ability to view a computer monitor up to 80% of the workday.

Ability to repetitively grasp, lift, and carry materials and objects.

Ability to repetitively perform fine motor manipulations including typing and writing.

Ability to drive automotive equipment.

HOW TO APPLY: ***Current Employees:*** Submit application in writing on Job Vacancy Bid form with resume if applicable. Please contact Human Resources to determine what the potential salary impact would be for you, i.e. if this would qualify as a transfer, promotion or demotion.

External Applicants: Employment applications can be downloaded from www.lowermerion.org – employment opportunities.

Send application to:

Human Resources Department
75 E. Lancaster Avenue, 2nd Floor
Ardmore, PA 19003
Or email: humanresources@lowermerion.org

Application must be received by 4:30 p.m. Tuesday, February 19, 2019