



Job Description

Apply by Jan. 19, 2018

Send cover letter, resume and 3 references to Director@clearviewlibrary.org

JOB TITLE	Foundation Director – Part-time
DEPARTMENT	Administration
REPORTS TO	Library Director and Library Foundation

JOB SUMMARY

Directs, plans, organizes, coordinates, and implements fund raising strategies through the Clearview Library District Foundation for the Clearview Library District.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Management of all fundraising
 - Grants & Sponsorships – Seeks grants from federal, state, and private entities. Writes and presents (or assists library staff with) proposals, monitoring compliance and distribution of monies received. Aids in development and compliance with spending policies for in-house granting.
 - Special events – Develops and coordinates special events and projects by evaluating the fundraising potential of events. Coordinating set up, volunteers, administration and promotion of events. Evaluates effectiveness of project.
 - Donations – Raises funds through donations by contacting potential contributors via phone, mail, or in person. Persuades individuals and corporations to contribute money in order to raise funds for the library district through donations.
- Strategic Planning
 - Works with the director and managers to be involved in direction and planning of programs, services and capital improvements throughout the District in order to determine funding needs.

- Administration
 - Monitors expenses incurred and funds received. Manages funds earmarked for capital projects, endowment, memorials, programs and services. Keeps external and internal communications and websites current. Prepares mailings and brochures for promotion and solicitation. Maintains fundraising database and financial transactions. Reports activities and results of the Foundation to Board of Trustees. Other duties as necessary for the smooth operation of the department.

- Foundation Board Stewardship and Management
 - Creates agendas, schedules meetings, and strategizes fund raising goals / projects in order to coordinate Foundation Board activities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of public library services and purpose
- Knowledge of principles, practices, and methods of marketing
- Knowledge of grant writing procedures
- Knowledge of 501c (3) rules and regulations
- Skill in customer relations
- Skill in oral and written communications
- Skill in Windows, Word, and Excel
- Skill in developing and implementing fund raising strategies
- Able to create financial reports
- Able to operate office equipment including copiers

EDUCATION, EXPERIENCE AND MINIMUM REQUIREMENTS

Bachelor’s Degree and 3 – 5 years of experience or any equivalent combination of education and experience in a public library or non-profit organization.

PHYSICAL DEMANDS / WORK ENVIRONMENT

Physical Demands: Stationary position for the majority of the work time with continuous exposure to a computer screen. The job occasionally requires stooping or bending. Occasional light lifting, such as three or four reams of paper, four or five books, or other materials (up to 20 pounds) may be required. May push book carts filled with materials. Required to use motor coordination with finger dexterity (keyboard and shelving), eye-hand coordination, data entry and computer use for accessing information. Should be conscious of appropriate ergonomics and work station setup.

Work environment: Professional and service-oriented work environment, open to the public throughout the week including nights and weekends. Environment is welcoming, inspiring, creative, and team-oriented.

*The above description and statements are intended to describe the general nature and level of work being performed by the employee. They do not represent an exhaustive list of **all** job related responsibilities and duties performed or expected of the employee.*

Revision: 12/2017