

Job Title: Development Director
Reports to: Executive Director
Status: Full-Time (40 hours per week), Exempt

General Summary:

The Development Director is responsible for raising funds for the 6 libraries in Adams County so that the short- and long-term goals and mission of the Adams County Library System are met. Work is performed in concert with the Library Board of Trustees and Administration and in keeping with the objectives, policies and established procedures of the Adams County Library System. This position requires weekend and evening hours.

Essential Duties and Responsibilities:

- Design and implement an overall Development Plan for the Adams County Library System which includes strategy for success for the following: donor solicitation, stewardship and recognition, annual and specialized appeals, planned giving, corporate sponsorships, named endowment program, grant opportunities, honor and memorial gifts, special events, board of directors' portfolio, and Capital Campaign giving. The Plan will include budget elements and evaluation tools.
- Secure financial support from individuals, foundations and corporations
- Develop and maintain ongoing relationships with major donors
- Organize special events to procure new and cultivate existing donors
- Closely work with and support the Friends of the Library groups who support the ACLS (currently in Gettysburg, Littlestown, East Berlin, and Biglerville)
- Manage the use of DonorPerfect and oversee staff responsible for data entry and the gift acknowledgement process
- Develop and track proposals and reports for all fundraising and development
- Train Board, staff, & volunteers in areas of donor cultivation, fund solicitation, database management and interpretation of data
- Promote and maintain a high standard of public relations and represent the ACLS by being active and engaged in the communities of Adams County
- Enforces Adams County Library System policy and procedures.

Required Knowledge, Skills, and Abilities:

- Proven record of successfully planning and implementing fundraising campaigns.
- Ability to maintain a high level of confidentiality.
- Demonstrated skill in the development of strategic communications and messaging with donors (written and oral).
- Analytical ability to understand and interpret donor philanthropic data.
- Exceptional interpersonal skills, including strong public speaking, listening, and interpretive skills.
- Ability to follow oral and written instruction.
- Ability to learn the Adams County Library System policies, practices, goals, and objectives.

Education and Experience:

- BA (required), MA (a plus), CFRE (a plus) 5-plus years' experience in development
- Demonstrated excellence in organizational, managerial, and communication skills
- Capital Campaign experience preferred
- Knowledge of DonorPerfect
- Must have computer ability to adequately utilize Microsoft Office applications and electronic information sources.

Compensation: The salary range for this position is \$55,000 to \$60,000, dependent on qualifications and experience.

Required Documents: Cover Letter, Resume
Professional references (including name, email, phone, and work relationship)

To apply, please send the required documents to:

Development Director Search via email at hr@adamslibrary.org

Applications will be reviewed immediately. The position will remain open until filled.