The Dayton Metro Library seeks a full-time Development Director who will lead the fundraising efforts of the Library by crafting, implementing, evaluating, and refining the Library’s development activities. This is a newly defined position that will lead the Development Team and report to the External Relations and Development Director. The Development Director will work closely with the public programming teams and other Library staff to establish and grow the current fundraising program, which includes taking the lead in donor recruitment, cultivation, solicitation, and stewardship. In this key role, the Development Director will be responsible for encouraging and fostering a culture of philanthropy for the Library. This will include the opportunity to engage and train Library leaders, board members, and development team members in successful fundraising strategies. This role includes every aspect of fundraising office administration, including customer relationship management (CRM), database supervision, donor gift processing and recognition. Apply today!

DML is committed to cultivating inclusive environments and a workforce that reflects the diversity of our community. As such, we encourage Black, Indigenous, and people of color (BIPOC) to apply, in addition to members from other marginalized groups.

Additional consideration may be given to individuals that are fluent or proficient in any non-English languages used in Montgomery County including Spanish, Mandarin, French, Korean, Vietnamese, Hindi, Urdu, Russian, Tagalog, Kinyarwanda, Arabic, Turkish, Swahili, and American Sign Language (ASL).

- Acts as a frontline fundraiser and maintains a high-priority individual and major gift donor portfolio. Conducts in-person donor cultivation, briefings, and solicitation meetings, independently and in partnership with the Library Executive Director, Library Board, Foundation Board, and Library Staff when needed.
- Identifies, researches, and evaluates prospective major gift, individual, corporate and foundation donors to build and grow prospect pipeline.
- Creates and shares donor prospect strategy documents needed before any donor briefing meetings. Maintains detailed records of all donor contact, history, and moves management; ensures personal appreciation and recognition is completed in a consistent and timely manner using CRM software.
- Establishes, manages, and coordinates a series of focused events and communications designed to engage and inform prospective donors.
- Researches, writes, edits, and/or oversees the preparation of persuasive and accurate proposals, correspondence, and other development-related communication materials in support of the Library’s fundraising activities.
- Working closely with the Library’s Executive Director, develops strategies and manages the execution of board gifts and pledges.
Serves as a liaison to all current and future Library Foundation and Friends’ Groups, including staffing advancement committee meetings regularly.

Drafts an annual plan of fundraising goals and objectives with the External Relations and Development Director based on realistic needs and opportunities. Implements the plan and produces monthly revenue reports for review by the Executive Director and External Relations and Development Director.

Partners with Fiscal Officer/Finance Director to establish budget build-up plans, revenue coding and tracking systems.

Acts as a Library representative at internal and external functions and events. Assists with system-wide decision making through consistent information sharing, regular attendance at manager’s meetings and service on committees.

Implements Library policies and procedures at the department level. Participates in policy revision and in the formulation of policies and procedures. Interprets Library policies to staff with a patron-responsive management perspective.

**Job Qualifications**

- Bachelor’s degree from four-year college or university in business administration, communications, marketing, public relations, or related field and five to seven years related experience and/or training; or equivalent combination of education and experience.
- Ability to craft effective language for business correspondence, conforming to prescribed style and format. Ability to speak effectively when addressing individuals and groups.
- Ability to effectively present information and respond to questions from donors, managers, coworkers, members of the community, and Library Stakeholders.
- Ability to apply active listening skills.
- Ability to effectively deal with confrontational individuals and/or challenging situations.
- Public speaking, writing, proofreading and grammar skills essential.
- Valid Ohio driver’s license, acceptable motor vehicle record, and continuous insurability required.

**Compensation and Benefits:** The pay range for this position is $60,676 to $101,154. Benefits include health, dental and vision insurance along with paid time off and OPERS retirement.

**Application Process:** Please submit a cover letter and resume to Jennifer Kadel at careers@daytonmetrolibrary.org. This position is open until filled.

*The Dayton Metro Library is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*