

Title: Development Director (full-time, 37.5 hours/week)
Schedule: Monday through Friday 8:30am to 4:30pm, some evenings/weekends required.
Hiring Range: \$60,000 to \$65,000 annual salary.
Benefits: OPERS retirement; health insurance (library currently pays 80% of employee premiums PLUS 50% of spouse, child, children, or family premiums); dental insurance (library pays 80% of employee premium); \$15,000 life insurance policy for employee; deductible reimbursement plan; Flexible Spending Account; vacation & sick time.
Reports to: Library Director

Requirements for Position:

- Completion of bachelor's degree. Minimum five (5) years of experience in development, fundraising, sales, or related field. History of experience soliciting and closing gifts of \$10,000 or higher.
- Strong project management and communications skills.
- Excellent verbal and written communication skills.
- Strong team player; able to build and maintain effective working relationships with supervisor, staff, volunteers, patrons, and donors.
- Ability to work under pressure and meet deadlines while working without direct supervision.
- Ability to pass a comprehensive background check and a drug test.
- Valid Ohio driver's license and insurability under Library policy.

Essential Functions of the Position (list is not all-inclusive):

1. Advances the library's fundraising priorities by securing private philanthropic gifts, which are aligned with the library's objectives, programs, and initiatives. Identifies, establishes, and sustains professional relationships with major donors, prospects, and others engaged with the library. Independently moves prospects through the donor cycle from discovery to cultivation to solicitation to stewardship. Makes asks and closes gifts at the major gift level.
2. Aligns all development activities to the library's Strategic Plan, the Foundation's actions and goals, and to any other goals or directives assigned by the Library Director. Regularly attends Foundation Board meetings with the Library Director, reporting on progress toward fundraising goals. Works within complex data management systems and maintains timely and appropriate donor records. Drafts proposals, fund agreements, and other documentation with colleagues and in consideration of library priorities and processes.
3. Manages special projects as assigned; works within assigned budget; collects statistics and compiles reports. Works effectively and efficiently with other library administrative team members in areas of overlapping responsibility. Assists in the development and implementation of policies, matters of administration, and supervisory detail in connection with the development objectives of the library and/or foundation; attends Library Board meetings as assigned by the Library Director.
4. Adheres to established customer service guidelines and procedures; reports regularly to the Library Director regarding progress toward fundraising goals; informs the Library Director of matters requiring attention in a timely fashion; maintains all required licensures and certifications; employs all manner of appropriate communication to secure visits with prospective donors (local and regional travel required, with supervisor approval).
5. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
6. Attends meetings, conferences, seminars, and community events as directed; serves on boards and committees as assigned. Maintains active membership and engagement in assigned community groups.
7. Maintains confidentiality in accordance with Library policy and all applicable laws and regulations. Maintains confidentiality of donor records.
8. Represents the library in the community as assigned; promotes good public relations in the community; keeps informed of professional and community developments. Develops and maintains knowledge of overall library operations and services, communicating regularly with staff in various areas.
9. Demonstrates regular and predictable attendance.
10. Performs any and all other duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Wood County District Public Library. Interacts with volunteers, staff, and patrons to best represent the library's [vision, mission, and core values](#).

Complete Job Description available at: wcdpl.org/employment

To apply:

Submit the following to AngieBabcock@wcdpl.org:

1. A detailed letter of interest stating why you are the right person to fill this library need.
2. An updated resume.
3. A completed WCDPL employment application (available at wcdpl.org/employment)
4. Names and current contact information of 3 work-related references, supervisors preferred.

Review of applications begins immediately. Open until filled.

No calls or inquiries; applicants notified of search status as decisions are made.

Wood County District Public Library is an equal opportunity employer.

Sept. 23, 2024 MLP