**Development Manager**

**Pay Grade:** 3

**Unit:** This position is represented by the United Steelworkers union.

**Status**: Part-time, exempt

**Work Hours**: 30 hours per week

**Compensation**: $25.00/hour, commensurate with experience

**Number of Vacancies**: 1

**Hiring Supervisor**: Sara Mariacher, Interim Executive Director

## Job Summary

The Development Manager is an exempt position that reports to the Executive Director and requires extensive communication with the Board and Community Library Association (CLA) management. The position is accountable for all CLA fundraising, with a focus on growing the individual giving program. This includes executing annual fundraising appeals, stewarding the library's donor cultivation and recognition programs, and building the systems (including the donor database) and donor relationships needed to sustain and advance the library's mission.

## Job Duties

- Work with Executive Director and CLA Board of Directors to develop and implement a comprehensive and coordinated fundraising plan which includes the identification, cultivation, solicitation and stewardship of gifts from individual donors, foundations, corporations, and government sources in support of CLA's strategic needs and priorities. The plan will include assigned responsibility for all activities, with identified financial goals and other KPIs to track performance and evaluate strategies for future use.
- Work independently but also cooperatively with library staff, board members, and volunteers to achieve the fundraising goals in all phases of the plan with a focus on individual giving but also including strategies to grow corporate giving and foundation support.
- In coordination with the Executive Director, CLA Board and volunteers, establish and maintain a portfolio of major and planned giving donors and prospects. Implement a program to regularly meet with identified donors to solicit and secure ongoing support and planned gift commitments.

- Track fundraising activities relative to annual goals and prepare a monthly report for the Executive Director and Development Committee Chair. Alert the Executive Director and CLA Board to potential shortfalls and, when needed, identify opportunities to shift strategies to better achieve goals.
- Work with, report to, and support the efforts of the Development Committee, the CLA Board of Directors, and the Friends of the Library organization related to fundraising to leverage their support in accomplishing the goals of the fundraising plan.
- Work collaboratively with Communications Manager to help develop and implement communications strategies in support of all fundraising activities. Provide accurate and timely information to the communications team as needed, particularly with respect to the Love Your Library Month, year-end appeals, and events and campaigns.
- Support the Executive Director, Business Operations Manager and other staff in researching and identifying appropriate grant opportunities from foundations, corporations and government agencies to help meet the needs of the CLA. As needed, helps in the preparation of grant proposals, reports, and acknowledgments.
- Research and apply for certification for the PA Educational Improvement Tax Credit for the CLA. Develop and implement a strategy to attract and retain corporate donors.
- Manage the CLA database, entering data to ensure all donor records are up-to-date and accurate. Prepare and record acknowledgments for all donations in a timely manner. Prepare donor data for fundraising appeals and other communications.
- Stay informed on professional advances in fundraising, libraries, and nonprofit marketing and communication.
- Represent the CLA in the six communities which the CLA serves: Aspinwall, Blawnox, Fox Chapel, Indiana Township, O'Hara, and Sharpsburg.
- Attends all required workshops, meetings, and trainings as assigned.
- Performs other special projects and other duties as assigned or required during and of regular business hours.

**Required Education & Experience**

- Bachelor's degree or equivalent experience required. A master's or advanced degree in a related field is preferred.
- Three to five years of professional fundraising experience in a nonprofit setting
- Experience working collaboratively with a board of directors or as a member of a nonprofit board
- A proven track record of fundraising success
- Experience with donor management databases, CharityProud preferred

**Required Skills, Knowledge, & Abilities**

- Exceptional verbal, written, problem-solving, presentation and interpersonal skills.
- Ability to cultivate and foster positive relations by working collaboratively with and being responsive to all key stakeholders including current and prospective individual, corporate and foundation donors, current and prospective grantors, CLA staff, management, volunteers, Board members and Library patrons.
- Demonstrated ability to meet multiple deadlines and manage multiple priorities by maintaining a high level of organization, with a focus on achieving clear short- and long-term goals in line with the development plan.
- High level of accountability in personal motivation, self-direction, and detail orientation.
- Strong analytical ability to report on and continuously improve program outcomes and provide accurate financial analysis and forecasting.
- Creative and strategic thinker with ability to proactively develop new ideas and to manage tactical implementation.
- Ability to maintain a high degree of professionalism and confidentiality, while inspiring trust and confidence.
- Knowledge of fundraising principles, ethics, and techniques and the annual appeal process
- Exceptional attention to detail to ensure that proposals, reports, and all communications in support of fundraising are accurate, precise, and completed on time.
- Thorough understanding of and demonstrated commitment to the mission and values of the CLA and the experience and natural ability to be an articulate spokesperson, relationship builder and champion for the CLA's mission.
- Strong digital and technology skills that include proficiency in Microsoft Office, donor software programs, and Zoom.
- Knowledge of the six municipalities that comprise our service area, their socioeconomics, and key individuals, organizations, businesses, and partners from those municipalities.

**Required Behavioral Competencies**

- Strong attention to detail
- Self-motivated and proactive
- Collaborative, team player
- Enthusiastic and engaging
- Time management
- Creative and strategic thinker

**Physical Requirements & Work Environment**

- Frequently sitting or periodically standing for long periods of time
- Using hands and fingers to manipulate, handle, or touch

- Work environment noise level is typical of a moderately noisy standard business office with equipment running, outdoors in normal suburban setting

**Tools & Equipment Commonly Used to Perform This Job**

- Computer
- Printer
- Copier
- Phone

**Additional Comments or Working Conditions Not Listed Above**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The responsibilities outlined above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Submittal of current PA Criminal Background Check, PA Child Abuse and FBI Fingerprinting clearances required at time of hire.

**To apply, please submit resume and cover letter to Sara Mariacher, Interim Executive Director (mariachers2@coopersiegelcommunitylibrary.org). Position open until filled.**