



Job Title: Director of Development and Sustainability **Department:** Development

Reports to: Executive Director **FLSA:** Exempt Grade 7

Status: Full Time

POSITION SUMMARY-

This position plays a key role by designing and implementing donor relation strategies and programs including annual, capital, and planned giving appeals while acting in accordance with the Lancaster Public Library values, vision, and mission.

ESSENTIAL JOB FUNCTIONS-

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions listed below:

- Work to broaden the base of support and increase fundraising revenue
- Strengthen and grow major gift pipelines
- Continually assess and adjust fundraising strategies to retain existing donors and cultivate new donors
- Maintain donor database and manage all communications with donors
- Analyze, and prepare reports on all donor data and report and make recommendations to the Executive Director and the Board
- Collaborate with the Executive Director on major projects, initiatives, and grant-writing
- Plan and execute donor events
- Collaborate with other departments to ensure compliance
- Maintain and ensure that all pledge documentation is accurate and up-to-date

Other Key Job Functions:

- Participate in various staff, Board committee, and department meetings
- Provide annual budget input and manage department budget
- Participate in Library events
- Keep up to date on all training
- Any other duties or special projects assigned by the Executive Director

In addition to the functions listed above, the employee is expected to act in accordance with company values, vision, and mission. Demonstrate leadership, exercise honesty, integrity and respect with all clients and co-workers, maintain a professional appearance and demeanor, demonstrate a positive attitude, communicate effectively with clients, and co-workers. The employee will work with accuracy, efficiency and attention to detail.

Desired Characteristics – Integrity, Leadership, Dependable, Team Player, Disciplined, Service-Oriented.

Desired Skills – Organized, Multitasking, Accurate, Communicate effectively, Discretion.

Education and Work Experience:

- Bachelor's degree required
- Master's degree preferred
- Minimum of 5-8 years relevant experience
- Management experience within public library environment or non-profit required
- Experience with Sierra or other ILS is required

Physical Demands

- The ability to sit or stand between 4 to 8 hours a day
- The ability to climb stairs and move around on a regular basis
- The ability to lift or move equipment up to 50 lbs.
- The ability to sit, stoop, kneel and reach

ACKNOWLEDGEMENT SIGNATURE –

By signing this position profile, I acknowledge and accept the requirements, duties and expectations of the position. I further understand that other duties and responsibilities may change or be assigned at any time with or without notice.

Employee Printed Name: _____

Employee Signature: _____ Date: _____