Charles County Public Library

Open date: 1/14/2020
Close date: open until filled
Primary Location: La Plata Branch
Distribution: Internal & External

ISSUED BY: Jessica Cruse, Human Resources Manager
SUBJECT: Development Manager

Development Manager: Full-Time; Exempt position
Grade 14
Hours Include: Monday-Friday, some Saturdays and Evenings

Charles County Public Library offers a competitive salary and generous benefits including health insurance and retirement plans.

Under the direction of the Executive Director, the Development Manager is responsible for encouraging the community to learn about, engage with, and invest in the Charles County Public Library’s mission through multi-tiered fundraising, grant writing, community relations and engagement, and resource/donor development. The Development Manager will provide leadership on all fundraising initiatives including special events, major gifts, planned giving, sponsorships, donor cultivation and grant writing. They should be able to identify, organize and manage the fundraising activities of CCPL with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, and individuals. The Development Manager will work closely with the Executive Director, Marketing and other stakeholders, to execute a comprehensive major gifts/development plan and strategy for CCPL to communicate the value of the library to the community and drive revenue growth.

Duties:
1. Plans and implements a comprehensive Fundraising plan and strategy that incorporates fundraising goals, timelines, revenue forecasts and strategies for donor acquisition, corporate and foundation support, and special events.
2. Provides leadership, direction, and coordination for fundraising and revenue generating initiatives that support the CCPL Strategic Plan.
3. Works with the Executive Director, staff, and board members in the identification, cultivation and solicitation of key donors, major gifts prospects and major capital campaign donors to increase donor participation in CCPL programs.
4. Plans, creates, executes, and evaluates strategic and donor-focused fundraising campaigns and activities.
5. Develops and maintains database/s of donations for past, current, and prospective donors.
6. Develops and maintains close working relationships with the philanthropic community, individual and corporate donors, sponsors, board members, and volunteers.
7. Researches, pinpoints, and manages potential grants/grantors.
8. Makes donor stewardship a priority through regular communication with donors, such as handwritten notes, emails and phone calls.
9. Designs and prepares development writing projects, from inception through delivery.
10. Assists in the development of the Development Department budget, including income and expenditure projections.
11. Compiles financial, statistical and informational reports (e.g. weekly, monthly, annual reports; incident, special event reports; etc.) as requested by the Executive Director.
12. Provides a consistently high level of service to others by assisting with requests, or locating appropriate resources for the request.
13. Works at different locations throughout the CCPL system as needed.
14. Attends meetings and participates in committees and organizations that further the Library’s mission and goals.
15. Professionally represents the library at community and organizational events that further the library’s mission and goals.
16. Keeps current with library and job specific developments, trends, and technologies by seeking out learning and training opportunities.
17. Performs other duties as assigned.

Requirements:
1. Bachelor’s Degree from an accredited college or university, preferably in business, marketing, public relations, communications, or other related field.
2. Minimum of 5 years of progressively responsible non-profit development experience.
3. Experience developing and managing strategic fundraising/development plans and budgets.
4. Demonstrated experience developing successful community relationships, donor cultivation, fundraising events and revenue streams.
5. Experience working independently and collaboratively on cross-functional teams.
6. Strong written and verbal communication skills.
7. Grant writing experience.
8. Database creation and/or management experience.
9. Experience with fundraising software such as Bloomberg, Raiser’s Edge, Salesforce, or similar is ideal.

Additional Requirements:

- Working knowledge of Windows operating system and Microsoft® Office.
- Ability to work events, set up, tear down and other event functions.
- Occasional travel via all modes of transportation.
- Valid state driver’s license.

Equivalent combination of relevant experience and training or education may be considered.

For more information, please visit: https://www.ccplonline.org/about/employment-opportunities/

Application Process

Current Charles County Public Library staff should submit to Human Resources a Request To Transfer/Promotion form (found on the Extranet) and a complete application, cover letter, and resume to be considered for this position. External candidates should submit an application, cover letter and resume via online application through job boards, or to one of the addresses provided below.

via email to hr@ccplonline.org or inter-office mail to:
Charles County Public Library
2 Garrett Avenue
La Plata, Maryland 20646
ATTN: Human Resources

Note: Due to the high volume of applications we receive, we are unable to provide status updates. Each application is carefully reviewed. If you are selected for a phone or in person interview, you will be contacted directly by the Human Resources Department. Incomplete applications and documents will not be considered.

Charles County Public Library is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, ancestry, age, disability, genetic information, veterans' status or disabled veterans' status. Reasonable accommodations will be considered.