



Position: Senior Director of Development

Overview

We're growing our fundraising program! We are seeking an experienced and successful nonprofit leader to join The Friends' Development team as we embark on an exciting period of growth and investment in our library. Our vision is a dynamic library at the heart of every community. We're looking for a colleague to help us champion that goal, provide leadership and direction to a growing development team, and attract significant financial resources to the organization in fulfillment of that vision. Libraries today are about more than books; they are about people. They are places where people can connect, learn, discover, and grow. If this intrigues you, and if you want to make a difference through your work, we'd like to meet you.

The Friends of the Saint Paul Public Library acts as a catalyst for libraries to strengthen and inspire their communities. An independent, nonprofit organization established in 1945, The Friends invests in the Saint Paul Public Library through fundraising, advocacy, and programming; as a result, our library is a nationally recognized leader in serving its community. The Friends also serves libraries across the country and internationally through its consulting enterprise, Library Strategies, and promotes literacy, reading, and libraries statewide as the Library of Congress's designated Minnesota Center for the Book. We are a staff of 16 full- and part-time individuals, committed to advancing equity through all our work, practicing inclusion, and reflecting the strength of Saint Paul's diversity.

Our Organizational Environment

The Friends strives to be an inclusive, collaborative team and invests in ongoing staff development in furtherance of that goal. We embrace and actively promote an equitable work environment. We each have our own unique roles but recognize the importance of sharing ideas and responsibilities across departments to achieve our mission. We value and bring diverse perspectives while sharing a commitment to learning, integrity, and excellence. We have a flexible work environment and recognize the value of both working remotely and working together in our office. We bring hospitality to everything we do, whether it's with our donors, our program attendees, or each other.

Position Summary

Reporting to the President, the **Senior Director of Development** is a member of The Friends' leadership team. This position is responsible for setting strategy and overseeing daily operations for all fundraising activities to support the successful achievement of The Friends' goals. This position has primary responsibility for the individual, institutional, capital, endowment, and special project fundraising goals that contribute directly to the fulfillment of The Friends' mission. The person who will thrive in this role is an experienced manager who has proven success building and

empowering teams. This is a full-time, exempt position.

Responsibilities

Strategy, Goal Setting, and Budgets

- Collaborate with the Board of Directors and President to create a relationship-based, data-informed fund development plan that increases revenues to support The Friends' strategic direction.
- As a member of the Leadership team, work across departments to develop and execute the strategic plan.
- Operationalize the strategic plan by designing, communicating, and stewarding a systems-driven work plan that defines clear goals, roles, responsibilities, and timelines.
- Actively participate in the development and management of fundraising revenue and expense budgets.
- Develop and implement policies and procedures which reflect ethical fundraising practices.
- Monitor trends in the community or region and adapt fundraising strategies as necessary.
- Oversee the administration and implementation of Raiser's Edge fundraising software in a manner that respects the privacy and confidentiality of donor information.

Capital Campaign

- Provide leadership and direction for a \$10 million capital campaign that will transform three well-loved, well-used, and well-worn libraries; invest in system-wide improvements across all 13 libraries; and build an endowment fund to support programs and services for children and families.
- Ensure that the work of the Director of Leadership Giving and Capital Campaign Coordinator is aligned with and complementary to the ongoing work to raise annual funds for the Library and The Friends.
- Leverage opportunities that arise during the campaign to strengthen the ongoing work of The Friends and the Library.

Board Engagement

- Manage a portfolio of donors including The Friends' Board of Trustees.
- Lead the annual campaign to secure 100% participation from current Board members as the foundation for a strong individual giving program.
- Work with current and former board members to leverage individual and business networks on behalf of the organization's fundraising goals.
- Serve as staff liaison to Board development committees.
- Steward strong relationships with board members and their representatives so that they are informed and engaged in the work being funded.

Management and Supervision

- Hire, train and develop diverse and talented individuals.
- Embrace the opportunity to manage a talented team of fundraising professionals; build a team of individuals who understand their unique roles, responsibilities, and opportunities for growth.
- Empower, coach, and support all members of the Development team in order that they can meet established fundraising goals, annual work plan goals, timelines, and expectations.
- Provide ongoing, as well as structured annual, performance management reviews for each employee that outline expectations, acknowledge achievements, and support areas for growth. When necessary, create performance improvement plans for under-performing employees and monitor progression toward clearly stated goals and expectations.

Annual Work Plan

- Lead the development of an annual work plan to meet or exceed all fundraising goals. The work plan will include, but is not limited to:
 - Clearly articulated and transparent goals for individual giving, institutional (foundation) grants, corporate and business sponsorship and gifts, government grants, and major gifts.
 - A stewardship and events program.
 - Clearly identified library funding priorities.
 - An annual calendar of activities.
- Build and lead all phases of the corporate and business sponsorship program, as part of the annual work plan.
- Maintain ongoing, transparent communication with board and staff on progress toward fundraising and stewardship goals.
- Ensure donor rights, including donor privacy, through daily processes and through administration of the Friends' Gift Acceptance Policy
- Create and maintain analysis, measurement and tracking tools and dashboards to make data-informed decisions and create strong feedback loops that promote continuous improvement.
- Employ a systems- and data-informed decision making methodology to all donor acquisition, retention, and moves management strategies.

Institutional Responsibilities

- Serve as a member of The Friends' leadership team to help all employees achieve the Strategic Imperatives, model the beliefs outlined in the Strategic Plan, and uphold the organization's vision for diversity, equity, inclusion, and belonging.
- Provide guidance and expertise to the President, and vet Friends and Library needs, challenges, and opportunities.
- Prioritize and promote cross-departmental engagement and communication.
- Seek opportunities to elevate the quality and effectiveness of Friends' programs, events, and fundraising initiatives through strategic and smart use of relationship management best practices and evaluation techniques

- Maintain a high level of fluency and understanding of Saint Paul Public Library programs and strategic priorities. Prioritize positive and productive relationships with library staff.
- Support Friends' programs and events through onsite participation.

Qualifications

Competitive candidates for the role will meet most of the following qualifications:

- At least 10 years professional experience in fundraising, preferably within a nonprofit organization. Experience leading or working on a capital or endowment campaign is a bonus.
- At least 5 years of management experience, including direct experience leading a team.
- A demonstrated commitment to actively promoting policies, practices and values that will support The Friends' efforts to reflect our community's diversity and create an inclusive workplace.
- Proactive, strategic thinker who brings a 'big picture' perspective to their work and who sees and seeks connections and opportunities across organizational departments.
- A systems-driven individual who enjoys establishing processes and implementing project management tools.
- Advanced technological competency (Microsoft Office, SharePoint, virtual meeting technology); knowledge of fundraising software, CRM capabilities, and deep understanding and appreciation for data-informed decision-making.
- Strong written and verbal communication skills that reflect a high level of intercultural competency and awareness: effectively adapts communication and engagement approach to ensure positive experiences across differences in culture, ability status, and background.
- Commitment to personal responsibility and integrity that engenders and earns trust with colleagues, partners, and stakeholders.
- Ability to organize and prioritize work for oneself and direct reports.
- Demonstrated commitment to accuracy, attention to detail, and deadlines.
- Dedication to continuous improvement and proactive problem solving.
- Employs anti-racist practices and principles to accomplish work.
- A customer service mindset that focuses on creating value, loyalty, trust and inclusivity among colleagues and contributors to The Friends.

Physical Requirements

This position works in an administrative office environment that utilizes a combination of remote and in-office, collaborative work. The Friends' administrative office is ADA compliant. Qualified candidates must be able to remain in a stationary position at least 50% of the time; the person in this position must be able to operate a computer keyboard and other office machinery, such as a copy machine, printer, remote meeting technology, and telephone. The person in this position frequently communicates with staff and external partners and must be able to exchange accurate information verbally, in writing, and by telephone. This position has frequent meetings at library branches and partner locations and must therefore have reasonable access to independent transportation.

Equal Opportunity Employer

It is the policy of The Friends of the Saint Paul Public Library to provide an equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy, and believe in the concept and spirit of the law. It is the policy of The Friends to comply with all applicable laws that provide equal opportunity to all employees or applicants for employment without regard to race, color, creed, religious belief, sex, sexual orientation, national origin, marital status, status with respect to public assistance, disability, age, military status, genetic information, familial status, or any other characteristic protected by applicable federal or state law.

Compensation

The minimum annual salary for this full-time, exempt position will be \$90,000. A competitive benefits package includes generous paid vacation and sick leave, medical and dental coverage, life and long-term disability insurance, and access to the organization's retirement plan (the latter after 12 consecutive months of employment).

To Apply

Interested, qualified job seekers should send a **resume, cover letter** (outlining specific interest in the role as well as related qualifications), and **three references** to delaney@thefriends.org. One reference should be from an individual who has been directly supervised by the applicant. Applications will be screened as they are received, and the position will be filled when the best candidate is identified. Final acceptance of the role will be contingent upon the successful completion of a background check.