

Josephine Community Library Foundation

Executive Director Job Description

The Josephine Community Library Foundation (JCLF) executive director leads the organization and manages the implementation of the library foundation strategic plan under the direction of the Josephine Community Library Foundation Board of Directors. Responsibilities include fundraising and donor development, communications, capital project oversight, organizational policy and administration, board development and support, and resource management. The Executive Director is a full-time exempt (salaried) position which reports directly to the Josephine Community Library Foundation Board of Directors.

Duties and Responsibilities

The successful employee must have the knowledge, skill, and ability to fulfill the duties and responsibilities detailed in this section.

1. Leadership, resource management, and administration

- a. **Leadership.** Implement the strategic work plan to fulfill the organization's vision and mission, maintain the policy manual, and ensure compliance with applicable regulations and laws.
- b. **Board development and support.** Support and participate in monthly board meetings and all board committee meetings. Work with the board on new board member recruitment and orientation. Maintain the board recruitment packet and board information packet. Inform board and staff of professional development opportunities.
- c. **Finance.** Develop the annual budget, monitor finances against the budget, oversee annual tax filings, and monitor investment performance.
- d. **Resource management.** Determine resource needs and develop job descriptions. Recruit and manage vendors, volunteers, and employees as required, and coordinate background checks. Oversee payroll and staff benefits as applicable.
- e. **Capital projects.** Working with a construction project manager, monitor the progress of major library capital projects.
- f. **Administration.** Develop processes and systems for organizational efficiencies, with a focus on continuous improvement. Ensure compliance with applicable regulations and laws, and manage organizational risk through insurance and legal advice.

2. Communications and outreach

- a. **Communications platform.** Formulate and execute the strategy and presence for print and online communications. Develop and maintain the communications platform, including traditional media, social media, website, and email marketing.
- b. **Communications products.** Develop and maintain the brochure, fact sheets, fliers, presentations, displays, mailers, and annual report.
- c. **Internal communications.** Maintain internal communications with the Josephine Community Library Foundation Board of Directors, contractors, staff, and Josephine Community Library District.
- d. **Community outreach and partnerships.** Develop relationships with community leaders, represent the library foundation at community events, make public presentations, and manage mutually advantageous third-party partnerships.

3. Fund development

- a. **Semi-annual fundraising drives.** Plan and manage two annual fundraising drives including sponsorships, messaging and marketing, mailings to donor lists, acknowledgements, and tracking. Increase the amount raised in the annual drives by at least 10 percent annually.
- b. **Donor development.** Manage regular donor cultivation activities, expanding the number of major donors, monthly donors, and donor prospects by at least 10 percent annually.
- c. **Legacy giving.** Promote bequests, trusts, and major gifts to the library foundation directly with donors as well as through professional advisors. Coordinate fulfillment of donor intent.
- d. **Grants.** Develop grant-fundable projects, research funders, and write and submit grant proposals. Manage implementation and reporting of awarded grant projects.
- e. **Rewards programs.** Promote participate and track performance in Fred Meyer Community Rewards, Amazon Smile, BottleDrop, and other special fundraising programs.
- f. **Fundraising events.** Assess potential of new fundraising ideas and events. Plan and manage fundraising events, for example, house parties, community presentations, and tabling.
- g. **Capital campaigns.** Work with the capital campaign consultant, board of directors, volunteers, vendors, and the library district to implement the capital campaign plan.

Qualifications, Skills, Education, and Licensing Requirements

Candidates must possess excellent skills in the following:

- Fundraising, donor development, and grant-writing
- Nonprofit organizational development
- Writing, presentation, community networking and outreach
- Strategic planning, operational planning, and project management
- Web content, email marketing, and social media marketing
- Computer applications, including Microsoft Word, Excel, PowerPoint, Outlook, as well as customer relationship management databases

Candidates for this position must possess the following education and experience:

- A master's degree in business administration or other relevant degree area and progressively responsible work-related experience; OR
- A bachelor's degree in business or related field and six years successful management experience of human/social service programs which include skills in strategic planning, program and fund development, budgeting; OR
- An equivalent combination of experience and training.

Employee must possess and retain a valid Oregon driver's license.

Working Environment

Work takes place in a climate-controlled library open-concept office environment generally during daytime hours with some evening and weekend work.

Employee must be capable of physical tasks including frequent standing, bending, stooping, and lifting up to 20 pounds. Employee must be able to use and keyboard on a computer.

Background Check

Job offers are contingent upon satisfactory completion of a background check with driving record.