

DEVELOPMENT DIRECTOR – FULL-TIME – DOYLESTOWN DISTRICT CENTER

The Bucks County Free Library is looking for an experienced professional to serve as the Development Director for our seven branches.

The Development Director will support the organization in substantially growing the organization's fundraising activities over the next several years. This person will have primary responsibility for all individual giving fundraising strategies, including mailed and email appeals, online giving, planned giving, and donor stewardship. They will also be responsible for expanding opportunities for corporate giving and sponsorships. The Development Director will manage the design, production, and delivery of all internal and external communications related to development. This position is currently responsible for raising approximately \$135,000 annually; this amount is expected to increase over the next three years.

In this position you will plan, direct, and manage all fundraising efforts, and related communications. You will lead donor prospecting efforts, which includes managing the logistics and execution of annual fund appeals and donor campaigns. Additionally, we need an expert who will coordinate all tasks related to marketing and fundraising efforts including online newsletters, campaigns, relationship building with key partners and individual donors, events, promotion of our efforts through media relations and social media management, and other related duties to market our brand, increase awareness, and raise funds.

This is an FLSA exempt position.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Administration; Public Administration or Nonprofit Management; Marketing, Communications, or Public Relations; or a related field.
- At least three years of experience in fundraising, nonprofit management, sales, or a related field.
- Experience with donor management or CRM software, Bloomerang preferred.
- Must have current driver's license, insurance, and own transportation or ability to travel among many library sites.
- Applicant must provide on date of hire the following three required clearances: PA State Police Criminal Record Check; PA Child Abuse History Clearance; and FBI fingerprint-based background check.

Schedule: Full-time schedule Monday through Friday. Occasional evenings or weekends. Occasional travel to other branches required.

Starting Salary: \$72,000 – \$85,000 DOQ

Benefits: Medical and dental for self with premium copay. Vacation, sick, and personal leave and eleven paid holidays. 403b plan with a 5% match after one year enrollment. Life insurance, health advocate and employee assistance program. *(Benefits subject to change at any time.)*

To Apply: Review the job description and apply online at <https://buckslib.org/library-jobs/>