**JOB DESCRIPTION**

### JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Library Foundation Director</th>
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<tbody>
<tr>
<td>Department</td>
<td>Library</td>
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<tr>
<td>Reports to Position</td>
<td>Library Director</td>
</tr>
<tr>
<td>Location</td>
<td>Marion Public Library</td>
</tr>
<tr>
<td>Effect. Date</td>
<td>5/10/2019</td>
</tr>
<tr>
<td>Civil Service</td>
<td>N/A</td>
</tr>
<tr>
<td>Bargaining Unit</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>NB PayScale</td>
</tr>
<tr>
<td>Overtime Status</td>
<td>Hourly</td>
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<tr>
<td>FLSA Status</td>
<td>Non-Exempt</td>
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### JOB SUMMARY

The Foundation Director represents the MPL Foundation to constituencies, both internal and external. The primary role is one of managing the activities and operations of the MPL Foundation, under the direction of the Library Director. This will include overseeing program management, fund development, community engagement, and library advocacy. This position is responsible for fundraising. The Foundation Director will design, direct and implement activities resulting in development of resources to increase contributions to the Foundation to support unmet needs of the Library.

### ESSENTIAL JOB DUTIES/WORK PERFORMED

**Fund Development:**
- Develop and implement the Foundation’s short and long-term fundraising strategies, including endowments and planned giving, fundraising campaigns and events, annual and direct mail donor gift campaigns, major gift drives, special events, and grant solicitation.
- Develops and oversees the strategic plan for the Foundation
- Cultivates and maintains corporate sponsorship and donor support prospects.
- Builds an extensive and profitable donor base of corporate, private and individual supporters
- Arranges activities to keep donors interested and engaged
- Evaluates and reports to the Foundation Board all fundraising and solicitation programs
- Maintains electronic databases and records of fundraising initiatives
- Fosters continued giving by formally and personally acknowledging funding support and supporters in a timely fashion
- Works collaboratively with the Library Director to identify, strategize and seek additional funding, determining which entity (Library or Foundation) is the optimal source

**Public Relations, Marketing and Advocacy:**
- Attends and represents the Foundation at the Library Board meeting
- Serves as a member of the MPL leadership team
- Represents, engages and advocates for and on behalf of the Foundation
- Maintains an ongoing relationship with current donors to ensure ongoing relationships and gather information for future planned giving programs.
- Responds to public comments and requests on behalf of the Foundation
- Oversees all communications relating to the Foundation
- Serves as an ambassador for the Foundation at various civic, school and community functions

**Financial Performance, Viability and Administrative Management:**
- Regularly attends Foundation Board meetings and functions
- Works with the Finance Committee in developing, implementing and monitoring sound financial strategies and budgets
- Ensures management and administration of financial transactions, gifts and grants
- Maintains official records, documents and filings to comply with federal, state and local regulations
- Oversees the funding support and disbursement of grants and gifts to the Marion Public Library
- Ensures the accurate and timely maintenance of legal, financial and insurance records

**Board Relations:**
- Assists the Foundation Board in its strategic visioning and planning to meet goals
- Assists the Library Director in implementing the strategic plan
- Assists in the recruitment, orientation and development of Foundation Board members
- Spearheads volunteer efforts on behalf of the Foundation
- Daily work may include some clerical tasks.

**REQUIRED KNOWLEDGE AND SKILLS**
- Thorough knowledge of fundraising practices, including grant writing and major gift solicitation
- Working knowledge of public relations functions of promoting a public institution such as the Foundation
- Knowledge of or willingness to learn library processes and policies
- Ability to understand, collect, and calculate statistics and perform qualitative analysis of services
- Ability to work with minimum supervision
- Ability to represent the library to the public
- Ability to work collaboratively
- Ability to act with political savvy
- Ability to identify potential community partners and develop and maintain relationships as appropriate
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to take initiative and work independently

**ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES**
- Ability to sit, bend, stoop, reach, stand, push, pull as required
- Physical agility, strength and dexterity necessary for handling library materials up to 35 pounds.
- Dexterity to use basic technology equipment, including a keyboard, mouse, and touchpad
- Interpersonal skills and cognitive flexibility to interface with a variety of internal and external customers in diverse, sometimes high-stress, situations
- Executive functioning skills appropriate for a busy, fast-paced environment
- Demonstrates strong interpersonal skills and work with individuals from varying backgrounds
- Positive, confident and motivated attitude

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**QUALIFICATIONS**
- Graduate from an accredited college or university with a Bachelor’s Degree in Public Relations or related field required
- Experience in development and fundraising as well as communications, marketing or public relations required
- A valid Iowa driver’s license is required within 30 days of hire.

**WORKING CONDITIONS**
- Fast-paced, ever changing environment
- Works in an office setting
- May be required to work some overtime upon demand of workload
- The Marion Public Library is a customer focused library with a high level of use by patrons of all ages. Patrons have high expectations for the quality and efficiency of library services.
- They regularly work with and have access to patron records that are confidential according to the Code of Iowa.

**REQUIRED BACKGROUND CHECKS**

*List working conditions for this position:*
- Sex Offender Registry
- Drug Screening
- Pre-Employment Physical