

# York County Library System

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## JOB ANNOUNCEMENT

**Title:** Donor Relations Manager

**Department:** Advancement

**Supervisor:** Director Advancement & Finance

**Individuals Supervised:** Development Specialist

**Classification:** Full-Time (40 hours)/Non-Exempt

**Schedule:** To be determined

### Specific Education:

Bachelor's degree required; Marketing, Communications or a related area of study preferred.

### Experience Requirements:

Candidate must have three years' experience working in the Development/Fundraising field. Must have experience working in a team environment and supervising staff. Experience in using Microsoft Applications, Results Plus or comparable donor software, and in performing research activities. Excellent writing, public speaking, and networking skills are required.

### General Description:

Participates in the implementation of the Martin Library/YCLS strategic plan for advancement. Builds productive relationships with donors, library boards, employees, and volunteers. Implements grant application program. Must be able to maintain confidentiality and manage sensitive information in an appropriate manner. Must be able to make information driven decisions and take action accordingly. The ideal candidate will be creative, enthusiastic, flexible, and serve as an advocate for all public libraries in York County.

### Physical Requirements:

1. Must be able to lift up to 25 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
2. Required to perform simple grasping and fine manipulation tasks with both hands, and requires acceptable corrected vision (in both eyes) and acceptable corrected hearing.
3. Depresses computer keyboard keys and use of mouse.
4. Pick up and holds and lays down handset of telephone
5. Must be able to reach, lift, and stretch throughout the work day.
6. Clear and comprehensive speech required to communicate adequately in performance of this job.

### Duties and Responsibilities:

1. Organizes and leads meetings to assure timely cultivation, solicitation, follow-up, recognition and tracking of new and current prospects.
2. Assists in the creation and implementation of strategies for the ongoing cultivation of donors capable of major and/or deferred gifts.
3. Conducts initial exploratory meetings with donors and prospects to determine capacity for major gifts.
4. Assists with maintaining ongoing contact with past and current donors.
5. Educates and informs prospective and existing donors about appropriate giving vehicles.
6. Builds relationships within the community to identify viable collaboration opportunities, brings these to the attention of the development team, and helps determine how these collaborations can support the mission of York County libraries.
7. Assists in preparing and communicating an inspired vision for development efforts.
8. Attends meetings, community programs, and networking events that provide a forum for sharing the mission of York County libraries.
9. Researches grant opportunities. Writes grant proposals. Monitors performance and prepares follow-up reports.
10. Identifies useful metrics, collects data, analyzes data, prepares reports and makes presentations.

Deadline for applications is August 1, 2013. October 2013 start date preferred. If you are interested in this position please send a resume, cover letter, a sample of at least one successful grant application, contact information for three professional references, and a salary history to:

[oberrios@yorklibraries.org](mailto:oberrios@yorklibraries.org)

**The York County Library System is an Equal Opportunity Employer (EOE). All employees are required to obtain a Child Abuse History clearance and a Criminal Record Check.**