



JOB DESCRIPTION

POSITION INFORMATION

Title:	Director of Development	Supervisor:	President
Location:	Martin Memorial Library	Classification:	Full-Time/Exempt
Department:	YCLS Development	Schedule:	Varies, Mon – Fri, some weekends
Supervises:	Development Specialist		

GENERAL DESCRIPTION

The Director of Development supports York County Library System's mission, goals and strategic plan. The Director of Development builds productive relationships, both internally and externally, to achieve the goals of the organization. Works closely with the President, VP Finance, Martin Library Board and Advancement Committee to create and administer a strategic Advancement Plan and meet fundraising and financial goals. Manages fundraising for Martin Library and assists fundraising efforts of branch and member libraries.

EDUCATION & EXPERIENCE REQUIREMENTS

Bachelor's degree required, preferably in business or nonprofit management. Prefer Certified Fundraising Professional credential. Experience in fundraising, marketing, public relations or related field, minimum of three years preferred. Demonstrated ability to plan, implement, and measure performance goals. Candidate must have a current Child Abuse Clearance; PA Criminal History Check; FBI fingerprint based record check; and Mandated Reporter Training Certificate.

GENERAL REQUIREMENTS

Candidate must be able to determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results. Experience with team environments and supervising staff is required, as well as the ability to be a self-starter and work independently. Excellent verbal and written communication skills, computer software and database skills are required. The candidate must understand professionalism, ethical behavior, business practices and ensure that the representation of the Development department is consistent with these standards. Strong relationship-building and solicitation skills are a must. Candidate must have the ability to deliver effective presentations to boards and community forums, to think creatively and strategically, and to facilitate productive relationships in the York County Library System.

DUTIES AND RESPONSIBILITIES

- Coordinate and manage solicitation of major gifts, annual appeals, capital campaigns, corporate sponsors, EITC funds, grants and related activities. Develop, evaluate and implement fund raising strategies.
- Supervise, train and evaluate performance of Development Specialists.
- Develop and manage the Development Calendar for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely and efficient manner.
- Maintain and manage donor database, donor records and correspondence. Produce and analyze useful metrics, queries and data.
- Research, identify, cultivate, solicit and recognize prospects and donors.
- Maintain timely and consistent contact with donors and potential donors in order to establish, sustain and enhance positive relationships.
- Support the activities of the Planned Giving Officer to assist with planned giving initiatives and Honor receptions.
- Work with Marketing and Community Relations department to facilitate donor awareness and fund development.
- Guide and consult with Advancement Committee & Chair for Advancement strategies and initiatives.
- Engage library staff & suffuse the organization with a sense of Advancement.
- Network with community organizations, programs and events that provide a forum for sharing the library mission.

ADDITIONAL INFORMATION

If offered the position, candidate must complete the following documentation prior the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
 - Pennsylvania Criminal History Clearance
 - <https://epatch.state.pa.us/>
 - Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
 - Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>
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York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer (EOE).

If you are interested in this position, please complete the attached application and email it to humanresources@yorklibraries.org