

MERIDIAN LIBRARY DISTRICT

Foundation Manager



Position Summary

The Foundation Manager is responsible for overseeing all fundraising and development operations for the Meridian Library Foundation, addressing the capital needs of the Meridian Library District (District). This position provides strategic direction and leadership by collaborating with District administration to prioritize initiatives and enhance fundraising efforts. Key responsibilities include board recruitment and development, public relations (in partnership with Meridian Library District), financial management, donor stewardship, and ensuring compliance with nonprofit regulations. The Foundation Manager acts as a liaison between stakeholders, leads the development of fundraising plans and capital campaigns, and reports jointly to the Foundation Board in the capacity of Executive Director and to the Library Director as the Foundation Manager.

The majority of work hours are dedicated to fundraising activities and organizing capital campaigns.

Duties and Responsibilities

Essential

Fundraising

Develops and implements annual giving campaigns and sponsorship programs for individual and corporate donors, including cultivating new donors and writing grants. Establishes policies and procedures to support and grow planned giving, major gifts, and endowments. Creates recognition and stewardship programs for both corporate and individual donors. Sets short and long-term goals for private funding sources. Plans and oversees individual donor campaigns, including major donor efforts and mail appeals for donations and pledges of ongoing support. Collaborates with individuals, businesses, corporations, groups, and other non-profits to ensure successful fundraising drives, campaigns, events, sales, and other activities. Researches public and private funding sources, and write grants. Supports the Foundation Board of Directors in executing major donor campaigns planned giving efforts, and sponsorships.

Adopted by the Meridian Library Board of Trustees 10/01/2018

Revised and Board Approved 11/20/2025

Financial Management, Compliance, and Donor Stewardship

Records all accounting contributions and expenditures while maintaining the database of contributions and donors. Ensures the security, transparency, and integrity of financial data through effective quality controls. Generates queries, reports, and exports to support financial management and donor stewardship initiatives. Maintains accurate statistical records of programs and ensures compliance with relevant regulations, including IRS 990 forms and State of Idaho annual filings. Oversees all aspects of Foundation grants, collaborating with the District for funding distribution and preparing statistical reports as required for grant reporting and compliance.

Communications, Marketing, and Public Relations

Develops and implements a comprehensive marketing strategy in collaboration with the District. Create engaging content for the Foundation's webpage, supportmld.org, and maintain and monitor all social media platforms to enhance visibility and engagement. Writes and distributes press releases, develops story concepts, and serves as a spokesperson for the Foundation. Oversees the production of various communication materials, including the annual report, presentations, executive quotes, and speeches. Coordinates the Foundation newsletter to keep stakeholders informed. Creates and manages annual canvassing campaigns, promotional materials, and awareness products while liaising with any related vendors. Maintains regular communication with the Library Director and Foundation Board of Directors, fostering an inclusive and respectful atmosphere that celebrates diversity and promotes community engagement.

Events

Plans and coordinates major fundraising events, third-party fundraisers, and collaborative initiatives. Organizes both existing and new special events, overseeing all aspects of execution, including working with committees, establishing sponsorship structures, and promoting events. , Identifies potential guests, develops announcements and invitations, and handles logistical arrangements while actively participating in all activities. Engages volunteers and community members to advocate for the Foundation's and District's mission and services. Additionally, manage relationships with any vendors involved in the events.

Collaboration and Coordination

Works with the Board of Directors in coordination with the Meridian Library District to plan fundraising initiatives, execute campaigns, develop strategies, and build key relationships. Provides ongoing administrative support and offers opportunities for professional development and training to the Foundation Board of Directors.

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Marginal

Oversees the work of volunteers providing support services.

Attends Meridian Library District Admin and assigned committee meetings.

Attends additional educational opportunities, as needed or requested.

Assists with special projects as assigned.

Participates in committee groups as assigned by the District, demonstrating our commitment to a culture of inclusivity, collaboration, and professional development.

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to diversity, equity, and inclusion.

Excellent working knowledge of office computer software such as Microsoft Office and/or Google Workspace. Ability to perform basic accounting tasks such as tracking expenses, managing budgets, and generating financial reports. Capable of learning and adapting to new software and equipment technologies. Familiarity with social media platforms is required for maintaining online presence, along with the ability to create basic marketing content for digital and print media. This position also requires excellent oral and written communication skills, including public speaking, grant writing, and the ability to present information clearly and persuasively.

This position requires visionary leadership, strategic planning, and implementation to achieve organizational goals and policies. The candidate must be willing to participate in the hands-on, day-to-day operations of the Foundation while working collaboratively with others to coordinate activities and engage MLD stakeholders. The ability to motivate and inspire others, expand constituent groups, and grow circles of influence is key. Success in this role involves persuading, gaining cooperation, and securing acceptance of ideas. Must have a strong desire to serve the public, raise the library's profile, and participate in community events. The ideal candidate must be highly motivated, flexible, capable of solving complex problems, managing multiple projects, and consistently meeting deadlines.

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Provides exemplary customer service while maintaining a positive public image of the Foundation on behalf of the library. Has excellent interpersonal skills and the ability to communicate effectively and appropriately both orally and in writing with people from diverse backgrounds, including youth, families, volunteers, and coworkers, and can interact with individuals on a one-on-one basis or in large groups. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters collaborative partnerships with outside organizations.

Experience: 4 years of professional fundraising or development experience and demonstrated progressive success in a management role, preferably in libraries, education, or in the nonprofit sector.

Education: A Bachelor's degree in a related field, or equivalent combination of education, training, and/or experience.

Training, Licenses, or Certifications: None

Supervisor Responsibility: May oversee the work of volunteers.

Preferred Qualifications: Advanced degree in marketing, communication, business, or public administration.. Experience writing grants, soliciting individual and corporate donations, and seeking sponsorships.. Knowledge of executing public outreach campaigns and media relations. Bilingual, preferably Spanish-English, Russian-English, or other languages.

Working Conditions

Physical Requirements: The job requires the employee to sit (frequently); occasionally stand, stoop/bend, twist/turn, and maintain flexibility; perform manual dexterity movements; constantly walk, see, speak clearly, hear, and listen. The job also requires the employee to lift and carry up to 30 lbs; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 30 lbs.

Mental Requirements: The job requires the employee to read, write, perform clerical duties, comprehend and use perception, and perform math.

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft and Google applications, fundraising technology and databases, email and cloud environments, and social media. The job requires the employee to operate and troubleshoot general office equipment, as well as smartphones, tablets, e-readers, and related devices/technology. This position may operate a library vehicle.

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Work Environment: The job requires the employee to be subjected to repetition, working with community partners, working alone, working remotely, working with community partners, working around others, verbal contact with others, face-to-face contact, noise, inside and outside environments, mechanical equipment, and moving objects.

Expected Hours of Work: The job requires the employee to work a flexible schedule, including days, evenings, and weekends based on planned events and as agreed upon with the Library Director and Board of Directors. Position schedule and work location are subject to change at the discretion of management to support business needs.

Expected travel: The job requires regular travel between library locations and to local events, training, conferences, or advocacy activities. Some regional travel may occur.

Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

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

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.