



*An Equal Opportunity Employer*

## **POSITION AVAILABLE: Foundation Manager**

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***Job Title: Foundation Manager***

***Pay Type: Hourly***

***Status: Part-Time***

***Pay Rate: \$23.32/DOE***

***Hours per week: 19 or as needed based on business needs***

***Benefit Eligibility: Not Eligible for Benefits***

***Position Close Date: Open Until Further Notice***

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The Foundation Manager is responsible for the overall management and operations of fundraising and development for the Meridian Library Foundation, created to support the capital needs of the District. This position provides strategic direction and active leadership by working with Meridian Library administration to set priorities and fundraising efforts. The Foundation Manager reports jointly to the Foundation Board, specifically the Board Chairman for day-to-day business in between board meetings, and to the Meridian Library District Director.

### **Duties and Responsibilities**

#### *Essential*

Fundraising – Develop and execute an annual giving campaign and sponsorship programs for individual and corporate donors including cultivating new donors and grant writing. Establish policy/procedures and cultivate planned giving and major gifts and endowments. Create recognition and stewardship programs for donors, both corporate and individuals. Establish short and long range plans and goals for private funding sources. Oversee individual donor campaigns (e.g., major donors and semi-annual mail renewals) for donations and pledges of ongoing support. Collaborate with individuals, businesses, corporations, groups and other non-profits for successful fundraising drives, campaigns, events, sales and other activities. Research public and private funding sources and write grants. Oversee and assist Board of Directors on major donor campaigns, planned giving and sponsorships.

Database and Records Management – Oversee and coordinate activities of staff engaged in maintaining the database and other records of contributions and donors. Maintain security and quality controls. Generate queries, reports, exports and any other collection data as needed. Keep accurate statistical records of services provided. Provide assistance with grants and statistical reports, as required.

Communications/Public Relations – Plan and coordinate marketing efforts in concert with the District's Marketing and Communications Specialist. Develop story concepts, write press releases and distribute appropriately. Serve as a spokesperson for the Foundation. Create various communications such as the annual report, presentations, executive quotes and speeches along with other staff. Provide presentations to groups with interest in supporting Meridian Library. Produce general content for website. Create and coordinate annual canvassing campaign. Create and coordinate promotional/awareness products. Manage any related vendors. Communicate regularly and effectively with Library Director and Foundation Board of Trustees.

Events – Plan and coordinate major fundraising events, third party fundraisers and collaborative fundraising events. Organize and collaborate on existing and new special events, providing execution including working with committees, creating a structure for sponsorship and promotion, identifying potential guests, developing announcements and invitations, making and coordinating logistical arrangements, and attending and actively participating in activities. Engage volunteers and community members to champion the Foundation and District’s mission and services. Manage any vendors related to events.

Collaboration and Coordination - Work with the Board of Directors, Library Director, Library Communications and Marketing Specialist on fundraising planning, campaign execution, developing strategies and curating relationships. Provide administrative support and training to the Board of Directors.

*Marginal*

Supervise volunteers providing support services. Attend Meridian Library District staff and Leadership meetings. Attend additional educational opportunities, as needed or requested. Assist with special projects as assigned.

Performs other duties as assigned.

## **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.

*Work Environment:* The job requires the employee to be subjected to repetition, working alone, working around others, verbal contact with others, face-to-face contact, inside environments, and moving objects.

*Expected Hours of Work:* The job requires employee to work a flexible schedule, including days, evenings, and weekends based on planned events and as agreed on with the Library Director and Board of Directors. Position schedule is subject to change at any time at the discretion of management.

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

## **Minimum Qualifications**

*Knowledge, Skills, and Abilities:* Excellent working knowledge of office computer software such as Microsoft Office and/or Google. Ability to learn and adapt to new software and equipment technologies. The job also requires familiarity with social media platforms. This position requires excellent oral and written communication skills, including public speaking and grant writing skills.

This position requires the ability to provide visionary leadership, strategic planning and implementation to achieve organizational goals and policies. Has a willingness to participate in the hands on, day-to-day work of the Foundation and works collaboratively with others to coordinate activities and engage MLD stakeholders. Has a demonstrated ability to motivate others and expand constituent groups and circles of influence. The job requires persuading or gaining cooperation and acceptance of ideas. The incumbent has a desire to work in a public service role and participate in

community events and organizations to help raise the library's public profile. Must be able to solve complex problems. Is highly motivated, flexible, and well-organized. The incumbent must have the ability to manage multiple projects simultaneously and deliver on deadlines.

Provides exemplary customer service and maintains a favorable 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 positive 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 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

*Supervisory Responsibility:* May supervise volunteers.

**Preferred Qualifications:** Advanced degree in a field related to the position's responsibilities. Experience managing and operating a foundation. Knowledge of executing a public outreach campaign and media relations. Bilingual, preferably Spanish-English or other languages.

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**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.