



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title: Development Director
Reports To: Executive Director
Division: Administration

Position Code.: 1043-124
Classification: Exempt
Date: 03/2024

JOB SUMMARY:

Manages the operations and staff of the Development and Volunteer Services department by: providing a link between the Executive Director and a large public of both individual volunteers and corporate fund raisers and donors; directing three paid staff and over 1,000 volunteers to accomplish Library goals; fund raising for long-term Library projects; acting as library liaison and support for five boards of directors; overseeing the Library's grants programs; and representing the Library in many public relations.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Serves as Administrative Team member; proposes budget and makes suggested policy changes.
- Plans and directs the operations of the development and volunteer services department; schedules and conducts meetings; meets with library staff as needed; provides liaison, direction and training for the boards of the Endowment Trust and the Friends of the Library.

Managing Staff:

- Manages the development and volunteer services staff; develops their potential and monitors and evaluates their performance and work output to maintain efficiency and quality of work.
- Coordinates staff in recruiting, training, supervising, evaluating, and recognizing teen and adult volunteers within the library system for projects deemed appropriate by the manager/staff of each agency or by the Executive Director.
- Maintains files of volunteers, including hours of service, job interest and skills forms, correspondence, and other information.
- Develops and recommends policies and procedures for efficient development and volunteer services operations.
- Interviews and recommends selection of development and volunteer services personnel in consultation with the Human Resources office.
- Maintains and upgrades professional knowledge, skills, and developments by attending seminars and training programs and reading trade and professional journals and publications.

Fund-raising:

- Identifies, researches, cultivates, and solicits donations; conducts personal solicitations; provides information about planned giving; submits grant proposals to corporations and foundations for library programs and service needs and for the endowment; and, in conjunction with the Director of Marketing and Communications, designs and writes promotional fund raising materials.
- Acts as spokesperson for the library system in meetings with public officials, community groups and leaders, library associations, and other organizations as needed.
- Cultivates and maintains relationships with community leaders, organizations, and associations; helps identify and recruit members for the Endowment Trust, and the Friends of the Library.
- Promotes the library system, the Endowment Trust, the Friends, and volunteerism by speaking to various groups, prepares journal and newsletter articles through media contact and other promotional opportunities. Continues and improves processes designed to recognize donors on an ongoing basis.

Grants:

- Oversees all grant writing and tracking of grant funds for the Library, including the annual Friends' grant proposals and the Endowment Trust grant requests. Follows-up with library managers to insure timely utilization of grants.
- Researches and works with appropriate MLS staff to identify other grant sources outside of the Friends and the Library Endowment Trust money, such as the Oklahoma Department of Libraries, Oklahoma Humanities Council, IMLS, etc.

Budgeting:

- Develops and recommends operating budget for the department, and, as necessary, the Endowment Trust and the Friends'; monitors and administers approved budget; as a member of the Ad Team, reviews and evaluates system-wide budget requests for inclusion in the estimate of needs and final budget.

Other:

- Performs special assignments as requested, including researching and preparing reports and projects, developing and implementing programs, and presenting information to management, elected officials, and others.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library users' records, and the Code of Professional Ethics.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- Computer - broad computer use necessary (email, spreadsheet, word processing, software for fund-raising and volunteer tracking)
- General Office Equipment
- Vehicle

MINIMUM QUALIFICATIONS REQUIRED:**Education and Experience:**

- Bachelor's degree (required) from an accredited four-year college or university in Public Relations, Human Relations, Communications, Psychology, Social Services, or a related field, supplemented by a Master's degree (preferred) in a related field; and,
- Six or more years of progressively responsible experience; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

- Valid State Driver's License.
- Willingness to work towards CFRE certification when eligible to do so.

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

- Principles and practices of library science, library development, volunteerism, technology, management, budgetary management, and group dynamics.
- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- Applicable state, federal, and local ordinances, laws, rules and regulations, including IRS rules for non-profits.
- All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Advanced interpersonal skills to effectively interact with internal staff, citizens, and other departmental staff in order to give and extricate information in a courteous and friendly manner.
- Public speaking, presentation design and implementation, and written and oral communication.
- Leading and motivating group meetings.
- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence, and other written materials.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Analyzing and resolving office administrative situations and problems.
- Budget preparation and analysis.
- Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

- Ability to read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.
- Ability to speak effectively before public groups and respond to questions.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to write reports, correspondence, procedure manuals.
- While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, and speak and hear.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

- Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.
- The incumbent's working conditions are typically moderately quiet.
- This position is eligible for Core and Emergency telework.

SUMMARY STATEMENT:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.