

## **LARAMIE COUNTY LIBRARY FOUNDATION JOB DESCRIPTION**

<b>Job Title</b>	<b>FLSA Status</b>
FOUNDATION DIRECTOR	EXEMPT
<b>Division</b>	<b>Pay Grade</b>
FOUNDATION	35

### **JOB SUMMARY**

The Director of the Laramie County Library Foundation (LCLF or Foundation), administers all aspects of the Foundation, a 501(c)3 organization, in a responsible, efficient and effective manner. In conjunction with the Foundation Board of Directors, raises substantial funds to further the mission of the Laramie County Library System (LCLS or Library) and support operations of the Foundation.

Based on the Library request lists and Foundation Strategic Plan, the Director coordinates all efforts to develop, revise and implement fundraising plans.

The Foundation Director communicates in such a manner as to further the credibility of the Foundation within Laramie County and to promote trust and confidence in the Foundation Board of Directors, Library Board of Directors, Library Administration, employees and volunteers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide leadership and direction for the Foundation Board of Directors and broad policy guidance for the Foundation program.
2. Understand the role the Library plays in the community including its Vision Statement, Mission Statement and Strategic Plan.
3. Implement and coordinated fundraising programs already in progress.
4. Identify, cultivate and solicit major donors, by targeting individuals, foundations, corporations and governmental sources.
5. Create new giving opportunities regarding major individual and deferred gifts, bequests, annual giving and other planned giving programs, endowments, special events and grants.

6. Regularly create or update plan time-lines that may include; solicitation schedules and coordination of one-on-one visits; creation of mailings or other solicitation items; grants deadlines; steps to plan and implement fundraising events, etc.
7. Supervises Foundation Assistant, including hiring, training, coaching, and evaluating.
8. Under the guidance of the Foundation Board of Directors and County Librarian, administer fundraising, invest funds and expend funds to ensure the wishes of the donor and/or contractual agreements with granting agencies are fulfilled.
9. Ensure a Strategic Plan is developed, followed and updated on a regular basis. Based on the plan, work closely and effectively with the Foundation Board of Directors and County Librarian to establish and execute a comprehensive fundraising/donor development plan based on the short and long-range needs of the Library.
10. Work independently as a self-starter to accomplish goals that are agreed upon by the Director, the Foundation Board of Directors and the Library Board of Directors. Meet specific fundraising goals.
11. Serve as the Foundation's representative in the community, the county, state and nationally. Understand that the community perceives the Foundation Director as a representative of Library. Actively advocate for both the Foundation and the Library through a variety of media including print, TV, radio and online. Be involved in at least one community organization.
12. Maintain regular contact with significant donors; individuals, corporations and other foundations. Manage and cultivate those relationships. Provide stewardship by understanding what level and manner of contact each person or entity requires to know they are appreciated.
13. Participate in individual and institutional fundraising activities in the community and keep up-to-date knowledge of the local fundraising environment.
14. Manage the Foundation budget in consultation with the Library Deputy Director of Operations. Control expenditures to ensure the financial stability and growth of the Foundation.
15. Research, identify, develop and submit proposals for grants. Work with Library staff to strengthen and support grant applications
16. Ensure that the donor/contact database is kept up-to-date and accurate in terms of all appropriate aspects of Foundation business.

17. Ensure adherence to applicable tax law, charitable giving and other information necessary for the successful operation of a 501(c)3 organization in consultation with the Library Deputy Director of Operations and the accounting firm. This includes working with the auditors on the annual audit required by the Laramie County Commissioners.
18. Understand that donated dollars are not intended to replace tax dollars and be able to articulate the need to uphold the current level of tax support for Library.
19. Work with the Library's Community & Media Relations (CMR) Unit to produce brochures, press releases, newsletters, documents, etc., based on guidelines of the Foundation and Library.
20. Work with the Library Community Relations Coordinator in the design and content of the Foundation page of the Library website and for guidance with social media. Directly responsible for keeping the web page accurate and current. Responsible for active and appropriate use of social media to promote Foundation.
21. In conjunction with the Foundation's Investment/ Finance Committee and investment broker, be aware of and make recommendations concerning investments to the Foundation Board of Directors. Ensure appropriate investment reports and training occurs for the Foundation Board of Directors.
22. Facilitate timely and open communication with Library staff. Attend Library Leadership Team meetings and Library general staff meetings, as needed or as requested, to exchange knowledge of operations, improve communication and build rapport. Recognize the Library staff role in ensuring Foundation has a credible product for which to raise funds.
23. Be responsible for knowing and understanding all aspects of the Library and the Foundation.
24. Work in conjunction with the Library's Community Relations Coordinator for volunteers, as needed.
25. Maintain patron confidentiality in compliance with Wyoming state law.
26. Complies with the Library Manual of Policy and Procedure.
27. Perform other duties as assigned, as needed or as the opportunity arises.

#### **MINIMUM REQUIREMENTS**

- Bachelor's degree from an accredited college or university or equivalent experience
- Professional fundraising experience

- Ability to pass a background check and be bonded.

#### **REQUIRED SKILLS AND ABILITIES**

- Must have a current driver's license valid in the State of Wyoming or the ability to obtain one within six months of date of hire
- Proficiency with a variety of software programs related to foundation operations, including Microsoft office (Word, Excel, etc.), Internet, donor tracking (such as eTapestry), etc.
- Ability to analyze complex issues, develop creative and innovative solutions to problems, and to convince others to take specific course of action
- Ability to work with limited supervision with an aptitude for detailed work and proficiency in prioritizing tasks
- Ability to work with a wide variety of people
- Excellent team leadership skills

#### **REPORTING RELATIONSHIPS**

Reports to:

Library Executive Director (County Librarian) concerning daily operations  
Foundation Board of Directors

Supervises:

Foundation Assistant  
Foundation Volunteers

#### **PHYSICAL EFFORT AND WORKING ENVIRONMENT**

The essential duties and responsibilities of this job require the employee to function in a normal work environment with occasional stooping, bending or lifting.

**LATEST REVISED DATE**

**12/2018**