

Position Title	Development Manager		
Working Title	n/a		
FLSA Status	Exempt	Job Code	
Salary Band	MP4		

### General Purpose

Under limited supervision, this position is responsible for leading, planning, and executing the Spokane County Library District Development Department's major and planned gift fundraising program and raising private gifts/funds in support of strategic initiatives, programs, and projects. Mobilizes community resources in support of the District and District Development projects. Responsible for development visioning and strategic planning, library advocacy, public relations, and community engagement. Acts as a liason between the District and the District Development Board. Supports the District Development Board in its fundraising plans and goals

### Illustrative Examples of Duties and Responsibilities

Assist in developing and implementing the development board's comprehensive short and long-term fundraising strategies, including campaigns, and events; corporate and association memberships; sponsorships; donor gift solicitation; grant solicitation; endowments; and planned giving.

Assist the development board in its strategic visioning and planning to meet the short and long-term goals, objectives, and mission of the development board, including recruiting board members

Cultivate and maintain major sponsorship and donor support prospects, including donor interests, support capacity, support history, and preferred communication and contact styles. This includes planning and arranging meetings, conference calls, assignments, and follow-up communication.

Maintain visibility among business, philanthropic, and civic organizations to form mutually beneficial partnerships that build support and leadership for the development board and the library.

Act as the spokesperson for the development board. Foster continued giving by formally and personally acknowledging funding support and supporters via public announcement, written letter or gift in a timely manner and in ways that are meaningful to donors.

Manages the major gift process including the research, solicitation, and cultivation of prospects/gift donors. Collects and analyzes background information to develop prospect profiles and other reports for development staff. Manages research and prospect-rating system and performs data analysis to recommend donor's capacity.

Works on capital campaigns, grant submittals and special projects and events.



www.sddl.org  
 Administrative Offices  
 509.893.8200  
 fax 509.893.8472

Airway Heights Library  
 509.893.8250  
 Argonne Library  
 509.893.8260

Cheney Library  
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 Deer Park Library  
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Fairfield Library  
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 Medical Lake Library  
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Moran Prairie Library  
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 509.893.8400

Monitor, evaluate and report on all fundraising progress, revenues, expenditures, activities and solicitation programs to the Library Development Director and development board. Produces reports on major gifts, contacts and fund raising. Prepares stewardship reports to donors on the use and impact of their gifts.

Prepare written proposals, informational materials, endowment agreements, gift illustrations, and any other materials needed to secure major and planned gifts.

Assist with preparation of annual budget and income projections for upcoming fiscal year.

Oversee and evaluate donor tracking processing for accurate and efficient operation. Ensure the accurate and timely maintenance of legal, financial, and insurance records and documents.

Perform other related duties as assigned.

### Supervision

Reports to  
Communication & Development Director

Supervises  
n/a

### Minimum Qualifications

#### Required

- Bachelor's degree
- Five years progressive experience in non-profit fundraising.
- Experience working with web-based grant and donor databases
- Verifiable record of securing major and planned gifts.
- Project management skills and experience

#### Preferred

- Masters degree
- Certified Fund Raising Executive (CFRE)
- Experience working with high profile donors.
- Experience working in/with libraries is desirable
- Grant writing and/or research/technical writing experience



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## Necessary Knowledge, Skills & Abilities

### Knowledge of

- Principles and practices of fund development as well as the overall fundraising climate in the District's service area.
- Knowledge of accounting and reporting rules applicable to non-profit organizations
- Working knowledge of planned giving and planned gift instruments
- Considerable knowledge of math.
- Understanding of the operations of nonprofit organizations
- Experience working with boards, civic and business leaders in a collaborative manner

### Skill in

- Organizing work assignments and meeting deadlines
- Engaging personally and communicating effectively to a wide range of individuals and groups in a collaborative work style.
- Setting priorities, meeting deadlines, providing deliverables
- The use of computer software and hardware

### Ability to

- Effectively articulate and sustain the vision and direction of the organization
- Clearly, succinctly, and effectively communicate ideas and thoughts both verbally and in writing with a diverse population and staff. Work independently and effectively with attention to detail and follow through
- Work effectively in a collaborative environment with multiple priorities and frequent deadlines
- Make presentations to donors, staff, and community groups
- Establish and maintain relationships with donors
- Promote the development board's mission in the community
- Connect and relate to others
- Demonstrate professional writing level and public speaking skills to targeted audiences.

## Work Environment/Physical Demands

Work is performed primarily in an office environment while at a desk or counter for extended periods of time. Work may be performed at offsite locations during library outreach activities. This position requires frequent public contact. Multiple interruptions, troubleshooting, and solving problems requiring research and interpretation are illustrative of the environmental requirements of the position.

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift or move up to 40 pounds, and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.



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### Special Requirements

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops, or conferences.

*The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*



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