

# S P O K A N E   C O U N T Y   L I B R A R Y   D I S T R I C T

<b>Job Title</b>	Development Manager		
<b>Reports to</b>	Communication & Development Director	<b>Supervises</b>	N/A
<b>FLSA/WMWA Status</b>	Not eligible for overtime	<b>Remote Work Status</b>	Eligible for remote work
<b>Revision Date</b>	February 2025	<b>Compensation Band</b>	MP4
<b>Working Hours</b>	While the District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends.		
<b>Required</b>	Background & driver license check Credit check		

<b>Job Overview</b>
Under limited supervision, this position is responsible for leading, planning, and executing Spokane County Library District's major and planned gift fundraising program and raising private gifts/funds in support of strategic initiatives, programs, and projects.

<b>Qualifications</b>
The ideal candidate will be able to build relationships at all levels, have five years' experience in non-profit fundraising, experience working with grant and donor databases, project management experience and a record of securing major and planned gifts. Certified Fund-Raising Executive (CFRE) preferred. The District may accept an equivalent combination of education and experience in lieu of the above.
Ability to
Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to District services
Communicate effectively with staff and customers
Effectively articulate and sustain the vision and direction of the organization
Engage personally and communicate effectively to a wide range of individuals and groups in a collaborative work style
Establish and maintain successful team relationships
Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds
Follow directions and work quickly and accurately to meet deadlines
Interact in a professional and respectful manner with staff and customers, demonstrating positive customer service behaviors
Interpret, apply, and support system wide policies, procedures, and services
Maintain confidentiality of information
Make presentations to donors, staff, and community groups
Model behavior for high levels of service
Organize work assignments and meet deadlines
Travel to a variety of locations to perform work and/or attend work-related meetings and trainings
Use initiative, problem-solving skills, and sound judgement
Work with and troubleshoot office machines, such as copiers
Knowledge of
Alphabetic, numeric and/or alphanumeric order
Dewey Decimal system of classification
Experience working with boards, civic and business leaders in a collaborative manner
Knowledge of accounting and reporting rules applicable to non-profit organizations
Library services and resources
Microsoft Office and other software applications
Principles and practices of fund development as well as the overall fundraising climate in the District's service area
Understanding of the operations of nonprofit organizations
Working knowledge of planned giving and planned gift instruments

Other	Valid driver license and required insurance when operating a privately-owned vehicle for business purposes.
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## Job Duties

*The duties listed 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.*

Assists in developing and implementing the nonprofit 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. Assists the nonprofit board in its strategic visioning and planning to meet the short and long-term goals, objectives, and mission of the board, including recruiting board members.
Maintains visibility among business, philanthropic, and civic organizations to form mutually beneficial partnerships that build support and leadership for the Foundation board and the District.
Cultivates and maintains 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.
Acts as the spokesperson for the nonprofit 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.
Works on capital campaigns, grant submittals and special projects and events.
Oversees and evaluates donor tracking processing for accurate and efficient operation.
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 Foundation staff. Manages research and prospect-rating system and performs data analysis to recommend donor's capacity.
Prepare written proposals, informational materials, endowment agreements, gift illustrations, and any other materials needed to secure major and planned gifts.
Working with the nonprofit board and the Communication & Development Director, assists with preparation of financial statements and income projections for the upcoming fiscal year. Ensures the accuracy of and timely reporting for legal, financial, and insurance records and documents.
Mobilizes community resources in support of the District and Foundation projects. Responsible for nonprofit library advocacy, public relations, and community engagement. Supports the nonprofit Board in its fundraising plans and goals.
Enforce the Code of Conduct
Work to resolve internal and external customer issues effectively and with a customer-first mentality; refer to other departments or staff as necessary
In addition, this position may: <ul style="list-style-type: none"> <li>• Clean &amp; disinfect individual and common work areas</li> <li>• Perform seasonal tasks such as shoveling snow and spreading ice melt</li> <li>• Respond to inquiries regarding library services and operations</li> </ul>
Performs other duties as needed or as directed.

## Work Environment

Work is performed in an office environment.

The noise level is usually low.

Work may be performed outdoors and exposure to extreme weather conditions may occur.

#### **Physical Demands**

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.

#### **Psychological Demands**

Make decisions, learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues