

**Sonoma County Library
Announces an Employment Opportunity**

**FUND DEVELOPMENT MANAGER – ROHNERT PARK HEADQUARTERS
40 HOURS PER WEEK – FULL TIME**

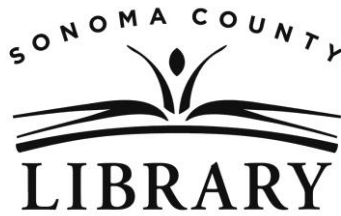
THE POSITION:

Please see the attached job specification for full details about this position.

Under general direction of the Library Director, this position is responsible for overall coordination and direction of the Sonoma County Library's fundraising efforts, including annual giving, major gifts, grant writing, public/private partnerships, advocacy, development-related marketing, and fundraising events.

TYPICAL TASKS include, but are not limited to:

- Serves on the Operations Management Team to ensure appropriate matches between Library operations and management and objectives of the philanthropic community.
- Assists the Library Foundation in managing its fundraising operations including reports, board development, committees, and communications.
- Develops overall goals and objectives for successful fundraising in coordination with Library Management.
- Provides analytical and technical assistance in the Library strategic planning process and implementation of activities to financially build and sustain library programs and services.
- Creates and implements an annual giving campaign, as well as individual donor campaigns, including mail campaigns, personal visits, fundraising events, and relevant publications.
- Researches grant opportunities to support identified Library projects and programs; writes and submits grant applications in partnership with applicable Library staff; submits grant reports and documentation as required.
- Participates in community relations activities as necessary to promote the Library and cultivate donor relationships.
- Develops and distributes marketing materials and communications for donors and community members in consultation with the Community Relations Manager.
- Coordinates legislative lobbying efforts through the Library Foundation and assists Library Director in advocacy efforts through the public library at the local, state, and federal levels.
- Serves as liaison to potential funders including the Library Foundation, community organizations, governmental agencies, and the branch libraries.



MINIMUM QUALIFICATIONS:

Education: Possession of a Bachelor's degree or equivalent from an accredited college or university with major coursework in business administration, public administration, or a related field.

Experience: Four (4) years of successful fundraising or similar work experience.

WORKING CONDITIONS:

May be required to work flexible schedules including evenings and weekends.

SALARY RANGE: \$88,088.00 to \$110,032.00 annually plus benefits

CLOSING DATE: Open until filled, first review on Wednesday, June 26, 2019

APPLICATION PROCESS: Please go to <https://www.calopps.org/sonoma-county-library> to apply. Applications must be complete and submitted by the final filing date in order to be considered. Incomplete and/or inaccurate applications may result in disqualification from the recruitment process. **Resumes will not substitute for a completed application.**

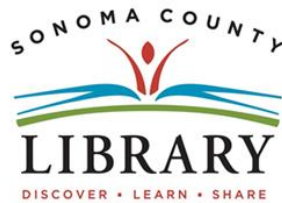
The application process may contain one or more of the following steps: a supplemental application, written test(s), skills assessment(s), and/or oral examination(s).

EMPLOYMENT INFORMATION:

Employment offers will be contingent upon a successful pre-employment verification/criminal records clearance. Having a criminal record will not necessarily disqualify an applicant from employment.

The eligibility list established from this recruitment may be used to fill future positions as they occur during the active status of the list.

The Sonoma County Library is an Equal Opportunity Employer



Est. MAY 2019
FLSA: EXEMPT

FUND DEVELOPMENT MANAGER

Unrepresented

DEFINITION

Under general direction of the Library Director, this position is responsible for overall coordination and direction of the Sonoma County Library's fundraising efforts, including annual giving, major gifts, grant writing, public/private partnerships, advocacy, development-related marketing, and fundraising events.

The incumbent plans, develops, coordinates, and directs activities in fund development and grant management: provides analytical and technical assistance in the Library's strategic planning of activities to financially build and sustain library programs and services; and to perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Library Director. Exercises direct and/or general supervision over and provides training to assigned professional, paraprofessional, technical, and support staff.

CLASS CHARACTERISTICS

This position reports directly to the Library Director and provides budget development from public/private funding sources, serves as an advisor to the Library Foundation Director and management staff on fund development and grant management. Responsibilities are defined by overall objectives and include oversight of numerous services and programs directly or through subordinate levels of supervision. The incumbent oversees, coordinates, develops and administers current and long-range planning activities related to system-wide events, programs, and outreach activities in support of organizational goals; and provides highly complex support to the Library Director in areas of specialized expertise. The work requires initiative, independent judgment and the ability to make decisions within the scope of general policies and procedures and to resolve organizational and service delivery problems. This class is differentiated from the Library Director in that the latter has oversight of all Sonoma County Library divisions, sections, programs, activities, and services, it is differentiated from the Community Relations Manager in that its main focus is to work with the community on increasing capital and in kind donations to the Library, while the latter is to communicate awareness of all Library-related programs and services.

EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves on the Operations Management Team to ensure appropriate matches between Library operations and management and objectives of the philanthropic community.

- Assists the Library Foundation in managing its fundraising operations including reports, board development, committees, and communications.
- Develops overall goals and objectives for successful fundraising in coordination with Library Management.
- Provides analytical and technical assistance in the Library strategic planning process and implementation of activities to financially build and sustain library programs and services.
- Creates and implements an annual giving campaign, as well as individual donor campaigns, including mail campaigns, personal visits, fundraising events, and relevant publications.
- Plans and implements short-term and long-range plans for ongoing fundraising efforts that support new library initiatives in keeping with the Library's Strategic Plan.
- Researches grant opportunities to support identified Library projects and programs; writes and submits grant applications in partnership with applicable Library staff; submits grant reports and documentation as required.
- Assists in the preparation of contract and grant agreements; monitors grant agreements for compliance; and assists with the development of an accountability system, evaluation measures and reporting requirements.
- Participates in community relations activities as necessary to promote the Library and cultivate donor relationships.
- Develops and distributes marketing materials and communications for donors and community members in consultation with the Community Relations Manager.
- Coordinates legislative lobbying efforts through the Library Foundation and assists Library Director in advocacy efforts through the public library at the local, state, and federal levels.
- Cultivates and nurtures relationships with current and potential corporate, foundation, and individual donors.
- Works with the Library Foundation to organize fundraising events.
- Maintains and provides accurate and timely reports, data, and supporting information, as needed.
- Interacts and communicates pleasantly and effectively with diverse customers and staff, maintaining a positive and professional demeanor and providing friendly courteous service.
- Serves as liaison to potential funders including the Library Foundation, community organizations, governmental agencies, and the branch libraries.
- Conducts presentations to the Library Foundation Board, department heads, potential funding sources, key supporters, and other community stakeholders.
- Attends and participates in a variety of meetings and committees.
- Performs other duties and special projects as requested.

COMPETENCIES

Knowledge of:

- All aspects of planning, organizing and implementing institutional, not-for-profit fund raising programs, as well as fund development and grant management, and public and private funding sources.
- Sonoma County business, professional, educational, and community organizations; and of Sonoma County Library's organization, mission, and financial needs.
- Finances and fiscal management procedures and practices.
- Principles and techniques of grant writing and administrative analysis.
- General principles of public administration.
- Ability to develop and successfully implementing a variety of programs.
- Excellent presentation and public speaking skills.
- Superior organizational, interpersonal, and writing skills.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Library staff.
- Vision, diplomacy, imagination and a strong sense of community purpose.
- Strong project management and problem-solving skills.
- Strong organizational skills with keen attention to detail and ability to multi-task to meet multiple deadlines.
- Knowledge of complete fundraising cycle and ability to function in all phases.
- Must have experience developing a variety of fundraising strategies.

Ability to:

- Research, analyze and make recommendations.
- Communicate clearly and effectively both orally and in writing.
- Write grants.
- Make formal presentations to a variety of groups.
- Plan, organize, coordinate and prioritize work.
- Work independently, but also collaboratively with multidisciplinary teams, community resources and organizations.
- Remain flexible and adapt to a dynamic environment, as well as institutional and community cultures.
- Work a schedule that may include evenings and weekends.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Operate and maintain modern office equipment, including computers, scanners, and printers.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines, especially in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Maintain integrity, autonomy, and self-motivation to work independently and initiate projects.
- Ability to motivate and engage staff at all levels of the development program.

QUALIFICATIONS

Education: Possession of a Bachelor's degree or equivalent from an accredited college or university with major coursework in business administration, public administration, or a related field.

Experience: Four (4) years of successful fundraising or similar work experience.

Licenses and Certifications: Must possess and maintain a valid California Class C Driver License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This classification primarily works indoors and requires movement between work areas. Finger dexterity is needed to access, enter, and retrieve materials and data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports, records, and materials that typically weigh less than twenty-five (25) pounds.

Position will require travel throughout Sonoma County to plan, review and implement activities, and establish friendly and cooperative working relationships with elected officials, community representatives, and library staff.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work flexible schedules including evenings and weekends.