

DEVELOPMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for creating, establishing, implementing, and maintaining a development program for a public library. The incumbent is responsible for all development programs including public information, special events, grant writing, direct mail, planned giving, corporate sponsorship, foundation support and major donor solicitation. Work is performed under the general direction of the Library Director or other administrative officials with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of subordinates.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Creates and implements an ongoing annual fund program to support annual operations, special revenue-generating campaigns and programs; and, endowment growth which involves the identification and cultivation of prospects and donors, development of the “the case for annual giving,” and creation of a communications plan, i.e. publications, media relations which support the annual fund;
2. Identifies and develops a donor base for revenue-generating and gift programs using his/her knowledge of the donor history and dynamics of the community. Develops an ongoing pool of donors for various fundraising activities;
3. Prepares an annual budget for the development program showing the fiscal year financial growth objectives and a breakdown of estimated expenditures;
4. Interprets grant rules and regulations and monitors grant expenditures to ensure compliance; develops evaluation criteria to measure grant program effectiveness;
5. Implements and monitors the timelines that lead to the successful completion of activities;
6. Prepares periodic reports reflecting the programs and activities of the development plan and such special reports as may be required; prepares reports and brochures for distribution to contributors and the community at large;
7. Provides fundraising training to Board and staff members;
8. Enters and retrieves information in an automated information system.

DEVELOPMENT OFFICER (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the techniques, practices and ethics of fundraising to develop an effective donor base and development activities;
- Knowledge of the local community and regional donor base; knowledge of the donor history of the community; community networks, the social structure of the community and knowledge of what will and will not work in fund raising in this community to develop a successful development program;
- Knowledge of grant preparation and administration to develop an effective grant selection and monitoring system;
- Ability to plan, organize, coordinate, administer and evaluate the effectiveness of all fundraising programs;
- Ability to learn software programs to produce spreadsheets and create publications, e.g. newsletters, programs, etc.
- Ability to establish and maintain effective working relationships;
- Ability to communicate effectively both orally and in writing;
- Personal characteristics necessary to perform the duties of the position;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree and two (2) years of full-time paid work experience in fundraising, grant writing, direct mail, and special events;

- OR: (B) Bachelor's degree and four (4) years of full-time paid work experience in fundraising, grant writing, direct mail, and special events;

- OR: (C) An equivalent combination of education, training and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

AR0230

ADOPTED: 06/02/06 08/16/22