

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Director of Major and Planned Gifts – KCLS Foundation**

Dept.: **KCLS Foundation**

Job Code Number: **10463**

Reports to: **Exec. Director, KCLS Foundation**

Grade Number: **19, Non-represented**

Effective Date: **September 2007**

FLSA Status: **Exempt**

General Position Summary:

Responsible for leading, planning and executing KCLS Foundation's major and planned gift fundraising program and raising private gifts in support of pilot programs and projects. Mobilizes community resources in support of KCLS and KCLS Foundation projects. Supports the KCLS Foundation Board in its fundraising plans and goals.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Create and implement short and long term action plans for the Foundation's major and planned gifts program.
2. Manage major donor outreach activities to ensure that appropriate staff and/or Board members cultivate prospects. This includes planning and arranging meetings, conference calls, assignments and follow-up communications.
3. Coordinate major gifts cultivation efforts, including maintenance of current donor profiles, identifying new prospects, tracking solicitor assignments, scheduling travel and meetings, and managing events and mail solicitation.
4. Grow the funds from this revenue area by increasing the number of major donors and amount(s) given by current donors.
5. Manage the major gift process including the research, solicitation, and cultivation of prospects/gift donors. Collect and analyze background information to develop prospect profiles and other reports for development staff. Manage research and prospect-rating system and perform data analysis to recommend donor's capacity.
6. Work collaboratively with other members of the development team to achieve the Foundation's goals.
7. Work with development staff to verify all in-house data entry, including pledges, major gifts tracking, and donor records; ensure accuracy and confidentiality of the data.
8. Produce reports on major gifts contacts and fund raising.
9. Prepare written proposals, informational materials, endowment agreements, gift illustrations, and any other materials needed to secure major and planned gifts.

10. Prepare stewardship reports to donors on the use and impact of their gifts.
11. Assist with preparation of annual budget and income projections for upcoming fiscal year.

Secondary Duties:

1. Provide support for KCLS Foundation projects as assigned.
2. Networking in fund development and community activities.
3. Other related duties as assigned.

Communication:

Contacts are normally made with KCLS and KCLS Foundation employees, staff, donors, board members, library patrons, other foundations and donors including corporations. Incumbent makes regular formal presentations to groups. Contacts are frequently made on own initiative, occasionally they are initiated by a third party or made at the supervisor's request. The position has a requirement to interface with donors frequently, and communications frequently contain confidential/sensitive information, necessitating discretion at all times. Frequent contact with the public is an integral part of this job.

Initiative:

The position functions with general supervision and a set of broadly understood expectations either written or implied. Situations periodically call for the exercise of discretion, latitude or negotiations within guidelines for decision making; however, assistance or resources are readily available. Most decisions are subject to review.

Accountability:

The position has a definite influence on KCLS Foundation revenue and funding for library system programs. Dollar amounts influenced by decisions are significant. Consequences of success or failure of job responsibilities is very important to KCLS Foundation and library operations.

Position requires refined economic planning and goal-setting skills.

Leadership:

The position is responsible to communicate the mission and vision of the KCLS Foundation and the library system. It is expected the incumbent will act in accordance with stated values of "customer" satisfaction and communicate library culture and philosophy through their interactions.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree required; advanced degree and Certified Fund Raising Executive (CFRE) preferred.
- Five years progressive experience in non-profit fundraising.
- Verifiable record of securing major and planned gifts.
- Experience working with high profile donors.

Necessary Knowledge, Ability and Skills:

- Knowledge of fundraising principles and major gifts solicitation techniques as well as overall fundraising climate in the KCLS service area.
- Knowledge of planned giving and planned gift instruments.
- Considerable knowledge of computer hardware and software related to areas of responsibility.
- Knowledge of accounting and reporting rules applicable to non-profit organizations.
- Goal-oriented self-starter who is able to be both a proactive leader and a hands-on participant in a collaborative work environment focused on achieving results.
- Considerable knowledge of English and Math.

Ability to:

- Work effectively in an environment with multiple priorities and frequent deadlines.
- Work independently and effectively with attention to detail and follow through.
- Read, speak, write and understand the English language.
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing.
- Promote the KCLS Foundation in the community.
- Make presentations to donors, staff and community groups.
- Establish and maintain relationships with donors and major givers.

Skill in:

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

SPECIAL REQUIREMENTS

Valid Washington driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment. Evening/Early AM meetings, extensive close work (eyestrain) and extensive PC monitor work are required.

Advancement Possibilities: Department Manager

The duties listed above are intended only as illustrations of the various 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 KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Draft: 8-17-07
Final: 9-4-07