

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Executive Director – KCLS Foundation**

Dept.: **Foundation**

Job Code Number: **10461**

Reports to: **Director**

Grade Number: **24, Non-represented**

Effective Date: **July 2001**

FLSA Status: **Exempt**

General Position Summary:

Directs, implements and oversees all fundraising and supporting activities of the KCLS Foundation, to raise funds in support of pilot programs and projects that are not included in the KCLS operating budgets. Mobilizes community resources in support of KCLS and KCLS Foundation projects. Supports the KCLS Foundation Board in its plans and goals. Manages the Foundation office and staff.

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. Raise funds for the KCLS Foundation through grant writing, mailing, personal contacts, etc.
2. Support and develop communications for Board and committee members.
3. Develop and strengthen community contacts through meetings, fundraising programs etc.
4. Manage the KCLS Foundation office, including staff supervision, coordination, and databases related to KCLS Foundation fundraising activities.
5. Participate in KCLS Foundation meetings, Administrative Planning Team activities, and projects.
6. Plan, attend and organize special events.
7. Raise funds for KCLS special projects.
8. Direct development of Foundation communication and marketing materials.
9. Oversee and plan for budgets related to the Foundation, both KCLS funding and Foundation funding.

Secondary Duties:

1. Participate in professional activities such as ALA, LAMA President.
2. Provide support for KCLS projects such as the Funding Information Center.
3. Networking in fund development and community activities.
4. Other related duties as assigned.

Communication:

Contacts are normally made with KCLS and KCLS Foundation employees, staff, board members, library patrons, other foundations and donors including corporations. Incumbent makes occasional 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 customers frequently, and communications frequently contain confidential/sensitive information, necessitating discretion at all times.

Initiative:

The position develops practices and procedures for department or facility and is responsible for developing policies/procedures across the organization as an Administrative Planning Team member. The incumbent is responsible for problem solving at the facility level, however some problem solving activities have impact across the organization, depending on the issue. The position frequently develops new programs/services or concepts. The job involves a high degree of complexity. The incumbent performs duties with little or no direction given. The incumbent experiences frequent new and varied work situations. Decisions are made within broad interpretation of organizational policy, applicable laws, governmental guidelines.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. Substantial planning and goal-setting responsibilities are included in the position and plans have a long-term view in impact or results. Strategic planning is included in the position. The position makes decisions that have impact across a limited number of work units. The incumbent's work is seldom monitored or checked by the another such as the Board President, Committee Chair, or Library Director. An error or delay in the incumbent's work could result in missed deadlines jeopardizing funding status of projects or grants, alienating donors and/or board members and disrupting project funding or foundation or other department schedules. Resources under the immediate control of this position include the operations budget of the Foundation as well as all Foundation office equipment and staff. Records maintained by the incumbent include the donor database, corporate donation files, bequest records, board minutes and records and grant applications.

Leadership:

The position is responsible for mentoring as a senior management team member. It takes a leadership role in modeling and promoting organizational values across the organization and as a representative of the organization in the community.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in finance, sociology, public relations, business or public administration, or related field. MLS desirable.

- Five to eight years experience in fundraising or a related area.
- Classroom training, continuing education and on-the-job experience in fundraising concepts, skills and techniques.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of accounting and reporting rules applicable to non-profits organizations.
- Thorough knowledge of fundraising concepts and techniques as well as the overall fundraising climate in the KCLS service area, and among the board and donors.
- Extensive knowledge of planning, budgeting and the management of fundraising projects and activities.
- Considerable knowledge of computer hardware and software related to areas of responsibility.
- Considerable knowledge of English and math.
- Considerable knowledge of the principles of supervision.
- Knowledge and support of the principles of intellectual freedom.

Ability to:

- Plan, organize and implement a broad range of fundraising and awareness raising programs in support of the KCLS Foundation.
- Use of discretion, diplomacy, and tact in dealing with board members, donors, government officials and community leaders.
- Read, speak, write and understand the English language.
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing.
- Make sound decisions based on in-depth knowledge of KCLS Foundation needs, projects, and plans as well as current and potential donor sensitivities.
- Sell the KCLS Foundation needs to others in the community.
- Make presentations to staff and community groups.

Skill in:

- Communicating effectively to a wide range of individuals and groups.
- The use of computer software and hardware.
- Listening to, understanding and interpreting information received from staff, donors, Board members and others involved in Foundation activities.
- Reporting, tracking and monitoring funds received and expended through the KCLS Foundation.
- Providing leadership in fundraising activities and programs.
- Developing creative approaches related to increasing public awareness of services, materials, and programs funded by the Foundation.
- Developing marketing plans and related communications materials for the Foundation.

## 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:

Associate Director  
Director

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

Final: 7/31/01