

Foundation Executive Director –Part-time 20 hours per week

\$30,000-\$35,000 annual salary

Job Summary:

Provide leadership and direction for the La Conner Swinomish Library Foundation, including responsibility for the overall planning, development, and execution of fundraising operations according to the Foundation's mission. Represents Library District and the Library Foundation working with the Foundation Board, Library Board of Trustees, community businesses, and outside organizations.

Supervision:

This position reports to the Library Director and works with the Foundation Board of Directors. The position directs the work of volunteers as required to carry out the fundraising activities of the Foundation.

Duties:

May include but are not limited to the following. Other duties may be assigned.

- Lead the Foundation Board of Directors to develop and implement fundraising initiatives to support programs that serve the library's mission, vision, values and yearly budgetary goals such as annual campaigns, major gift, corporate and foundation giving, endowment giving and legacy giving programs.
- Build, cultivate, and maintain relationships with key individuals and prospective donors. Ensure donors are kept informed about Foundation goals and updates on specific events or activities.
- Cultivate and work with diverse groups including community members, volunteers and donors to grow and maintain awareness of the library's mission and goals.
- Build programs and fundraising events that support Library and Foundation goals. Manage event logistics including catering, facility arrangements, entertainment and outreach.
- Identify funding sources and prepare grant applications, coordinate and track grants and grant reporting for the Foundation and Library District.
- Work with foundation leaders to identify and attract board member who can help carry out fundraising goals. Actively develop and maintain Foundation board member relationships.
- Provide appropriate education programs to strengthen and expand Foundation Board members' fundraising skills and contacts. Convene committees as needed.
- Recommend policies and establish procedures for the Foundation in compliance with federal, state and local laws.
- Maintain data base to track and follow up all potential and actual donors and contributions.
- Attend monthly Foundation and Library board meetings.

Desired Qualifications:

- Bachelor's degree in public or business administration, marketing, communications or other related field or equivalent combination of education and experience.
- Minimum 5 years of fundraising experience
- Certified Fund-Raising Executive (CFRE) credentials desirable
- Strong public speaking skills
- Experience developing and managing strategies/goals, programs and budgets

- Outstanding verbal and written communication skills
- Grant writing experience
- Experience with legacy planning is a plus.