

## Director of Development

Reports to: Executive Director  
Range: Exempt/Non-Union, range \$78,254 – \$87,801  
Supervises: Development Assistant

**Summary:** This position is responsible for fundraising for the Library and manages all aspects of fundraising to support the Library's mission, vision, and goals. The Director will oversee donor cultivation and engagement, build strategic partnerships, and develop creative financial resources to support new and sustain existing library programs and services. The Director will execute fundraising strategies and initiatives and ensure strong relationships with donors, partners, and all who are invested in meeting the needs and interests of Flint's residents.

### Duties

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#### 1. Fundraising Strategy and Implementation:

- Collaborate with the Library's Executive Director and Board of Trustees to develop and execute a strategic fundraising plan to raise sustainable funds.
- Identify and pursue new funding opportunities, including grants, individual donations, corporate sponsorships, and planned giving to increase the Library's ability to offer excellent programs and services.
- Coordinate and manage fundraising campaigns and special events.
- Analyze fundraising data to identify trends and inform future strategies.

#### 2. Donor Cultivation and Engagement:

- Establish and maintain strong relationships with current and prospective donors through regular communication, meetings, and personalized outreach.
- Develop and implement donor recognition programs to acknowledge and celebrate donor contributions.

#### 3. Donor Management and Relations:

- Develop and deliver reports, impact stories, and other materials that demonstrate the value and impact of donor support.
- Organize and lead donor appreciation events and activities.

#### 4. Collaboration and Team Leadership:

- Engage with executive leadership team, Board of Trustees, Friends of the Gloria Coles Flint Public Library, and library staff to understand funding needs and align fundraising efforts with organizational priorities.
- Work with the Marketing and Community Relations Coordinator to enhance the Library's visibility, ensuring that marketing and communication efforts align with fundraising goals to attract and retain donors.
- Ability to lead, coach, and inspire colleagues.

## 5. Budget Management:

- Develop and manage the development department's budget, ensuring efficient use of resources.
- Monitor expenditures and revenue, providing consistent financial updates to the executive leadership team and Board of Trustees.

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## Qualifications and Job Requirements

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### Required

- Possession of a Bachelor's degree in Business Management, Non-Profit Management, Public Administration, Communications, or related field.
- Demonstrated success to manage, support, and coach direct and indirect reports.
- 5+ years fundraising, development, and grant writing experience.
- Intermediate technology skills for successful use of social media, donor management software, Microsoft Office, and Google Workspace, and curiosity to learn new platforms
- Demonstrated ability to write successful grants and funding proposals.
- Ability to travel within city, state, and out-of-state as needed.
- Ability to work evenings and weekends.
- Ability to manage donor interest and personal information with tact and confidentiality.

### Preferred

- Experience with library fundraising.
- Certified Fund-Raising Executive (CFRE) or other relevant professional certification.
- Membership in fundraising professional association(s).
- Experience with major gift fundraising, planned giving, and endowments.
- Bilingual in English and additional language(s).

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## Knowledge, Skills, and Abilities

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- Proven ability of successful donor cultivation, solicitation, and stewardship strategies to expand donor base and increase revenue.
- Knowledge of fundraising best practices and industry trends.
- Knowledge of the legal intricacies of fundraising.
- Fundraising, relationship building, grant writing, preparation, and administration.
- Excellent organizational and project management skills, with the ability to manage multiple priorities and deadlines, with accuracy and attention to detail.
- Excellent research and written and verbal presentation skills.
- Operates with a minimum of supervision and works collaboratively in a team.
- Strong interpersonal, listening, verbal, and written skills.
- Ability to establish and maintain effective internal and external relationships.
- Proven skills in leading change and influencing positive outcomes.
- Commitment to the mission, vision, and values of Gloria Coles Flint Public Library.

## Working Conditions

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1. Generally, will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise; there may be some outdoor work.
2. Frequent interactions with staff and constituents of varied backgrounds.
3. May include out of county or out of state travel for meetings and conferences.
4. Work hours will be varied, including evenings and weekend hours.
5. Frequent sitting/standing in one position for extended periods of time.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*