



Executive Director
Danville Library Foundation
Job Description

Purpose: The Executive Director represents the Danville Library Foundation to constituencies, both internal and external. The Executive Director's principal assignment is fundraising. In addition to operational, financial, and administrative duties, the scope of responsibility includes overseeing program management, fund development, marketing, community engagement, library advocacy, vision and strategic thinking and planning. The position reports directly to the Board of Directors to fulfill the organization mission.

Key Areas of Responsibility and Focus

- Design, direct and implement activities resulting in the development of resources to increase contributions to the Foundation to support the unmet needs of the library.
- Build an extensive and profitable donor base of corporate, private and individual supporters.
- Create an advocacy and volunteer network of the Foundation.
- Increase the visibility of the Foundation within the community

Board Governance

- Responsible for leading the Foundation Board in a manner that fulfills the Foundation's mission and supports the Library's mission
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions

Fund Development

- Develops and implements the Foundation's comprehensive short and long-term fundraising strategies; including endowments and planned giving, fundraising campaigns and events; annual and direct mail donor gift campaigns, major gift drives, special event activities including sponsorships for *From Page to Stage*, and grant solicitation
- Cultivates and maintains corporate sponsorship and donor support prospects; including donor interests, support capacity, support history, and preferred communication and contact styles
- Arranges program and activity opportunities to keep donors interested, engaged and involved with the Foundation and Library including donor and volunteer receptions, planned and deferred giving presentations, book sales, the Estate Planning Council, and quarterly newsletters
- Reports to the Foundation Board the sources, uses and management of donated funds ensuring that the intent of the gifts are honored.
 - Determines and adheres to timelines of funding agencies
 - Monitors fundraising progress, revenues and expenditures

- Evaluates and reports on all fundraising activities and solicitation programs to the Foundation Board or the appropriate committee
- Maintains electronic databases and records to support fundraising initiatives
- Fosters continued giving by formally and personally acknowledging funding support and supporters via public announcement, written letters or gift in a timely fashion and in ways meaningful to donors

Organizational Mission and Strategy

- Assists the Foundation Board in its strategic visioning and planning to meet the short and long-term goals and objectives of the Foundation
- Implements the strategic plan
- Supports the work of the Board and its various committees
- Assists in the recruitment, orientation and development of Foundation Board members

Financial Performance, Viability, and Administrative Management

- Works with the Finance Committee in developing, implementing and monitoring sound financial strategies and budgets
- Ensures that sufficient funds are available to permit the Foundation to carry on its work
- Ensures the accurate and timely maintenance of legal, financial, and insurance records and documents
- Works with the Finance Committee to ensure effective asset management
- Maintains official records, documents, and filings to comply with Federal, State and local regulations
- Ensures management and administration of financial transactions, gifts and grants
- Oversees the funding support and disbursement of grants and gifts to the Library

Public Relations, Marketing and Advocacy

- Represents, engages and advocates for and on behalf of the Foundation to the general public, other public agencies county and state leaders
- Maintains visibility among business, philanthropic and civic organizations to form mutually beneficial partnerships that build support and leadership for the Foundation
- Promotes and maintains a positive working relationship with the leadership and management of the Danville Public Library
- Promotes and maintains a positive working relationship with the Foundation and Library volunteers
- Oversees all communications and updates of print, electronic and web-based sources relating to the Foundation

Qualifications and Requirements:

- A Bachelor's degree and course work in Certified Fundraising or an Executive Fundraising designation preferred
- Five or more years senior nonprofit management experience
- Experience in program development, project management, and task facilitation
- Knowledge of fundraising principles, practices, and strategies and the operations of a nonprofit organization
- Ability to engage, collaborate, and motivate board members, and diverse volunteer and donor groups
- Experience in developing and designing marketing information
- Strong written and oral communication skills, public speaking ability

- Three years grant writing and/or technical writing experience
- Three years management and budgeting experience for a nonprofit agency

Ideal Candidate Profile:

- High integrity, personable character and ability to represent the foundation to multiple constituencies across a diverse range of educational and social backgrounds
- Demonstrates experience working with Boards, volunteers and business leaders in a collaborative manner
- Knowledge of budgeting and records maintenance, and financial investing
- Experience in software programs and general office and communication equipment
- Experience working with Internet and web-based grant and donor databases
- Knowledge and understanding the cultural, political, business and philanthropic history of the Danville, IL area or the capacity to quickly familiarize or acquire this knowledge
- Visionary/strategic planning experiences and responsibilities
- Demonstrates excellent community skills to articulate and sustain the vision and direction of the organization
- Demonstrates strong organizational skills and leadership skills
- Positive attitude, self-confident and motivated, and empowered to lead
- Advocate with an understanding and strong passion for the mission of the foundation

Salary, Benefits, and other Information:

Benefits for this position are comparable to full time (5 days a week) local non-profit and library benefit programs. This position requires travel throughout the library system so transportation ability is required. Evening, weekend and holiday work may occur in accordance with Foundation meetings and events. Attendance at Foundation meetings and events is required. The Foundation encourages the Executive Director to be involved in civic organizations within the community. Payment of dues for these organizations will require pre-approval by the board.

Interested candidates should submit a letter of interest resume, and three professional references to Carla Boyd at cboyd@dacc.edu. First consideration will be given to applicants who respond on or before Monday, September 11, 2017.