



**Job Description**

<b>Job Title:</b>	Executive Director
<b>FLSA Status (Exempt/Non-Exempt):</b>	Exempt
<b>Location:</b>	Danville, IL
<b>Hours of Work:</b>	M-F; Evenings and weekend as required for meetings and events
<b>Date:</b>	8/5/2024

**Job Duties, Responsibilities, Qualifications, and Requirements**

<b>Job Summary</b>	The Library Foundation Director is responsible for developing and executing a comprehensive fundraising strategy to support the library's mission and goals. This role involves cultivating relationships with donors, managing the foundation's finances, and overseeing fundraising initiatives. The Director will work closely with the library's leadership and board of directors to ensure the foundation's efforts align with the library's strategic plan.
<b>Experience / Education Requirements</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree required</li> <li>• Minimum of five years of leadership experience in the library, non-profit, or educational sectors.</li> <li>• Preferred experience running a capital campaign</li> </ul>
<b>Essential Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop and implement the foundation's strategic plan in alignment with the library's mission and goals.</li> <li>• Build and maintain strong relationships with library leadership, board members, donors, and community stakeholders.</li> <li>• Oversee fundraising activities, including major gifts, annual campaigns, grants, and planned giving.</li> <li>• Identify and cultivate potential donors and build a robust donor pipeline.</li> <li>• Manage and grow the foundation's endowment.</li> <li>• Represent the foundation in the community and participate in relevant professional organizations.</li> <li>• Develop and manage the foundation's annual budget and financial plans.</li> <li>• Ensure compliance with all financial reporting and regulatory requirements.</li> <li>• Prepare agendas, meeting materials, and minutes for board and committee meetings.</li> <li>• Facilitate effective board and committee meetings.</li> <li>• Cultivate strong relationships with board members and committee volunteers.</li> <li>• Oversee special projects and initiatives as needed.</li> <li>• Evaluate the effectiveness of foundation programs and initiatives.</li> <li>• <input type="checkbox"/> Collect and analyze data to measure foundation performance.</li> </ul>
<b>Does this position have direct reports?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

