



1010 Guard Street | Friday Harbor, WA 98250  
(360) 378-2798 | [www.sjlib.org](http://www.sjlib.org)

**Job Title:** Fundraising Development Director

**Job Status:** Anticipated part-time (i.e., 24 hours per week) salaried contract employee (no benefits) with the possibility of annual renewals of part-time up to full-time employment (TBD) up to three (3) years total should financial conditions following the November 2020 bond levy allow.

**Salary:** TBD

**Job Description:**

The San Juan Island Library District ("District") seeks to hire an experienced Fundraising Development Director to oversee and direct fundraising activities for the District's new library building project in Friday Harbor, WA.

It is expected that initially employment would be part-time through December 31, 2020. In the event a bond levy is approved by the voters in November 2020 (the monies from which are meant to cover the majority of the new building's construction costs), the District anticipates the position could increase in hours and continue for up to two (2) additional years (subject to annual performance reviews) with employment ending at the time fundraising goals necessary to complete a new library building have been satisfied as determined by the District's Board of Trustees.

Duties will include developing, overseeing and managing fundraising efforts, building strong and successful relationships, maintaining communications with donors and patrons, and collaborating with staff and volunteers to effectively execute fundraising events.

The position will be responsible for:

- Overseeing and directing a capital campaign allowing the District to build a new library thereby promoting and enhancing its impact on the San Juan Island community;
- Working with the District's Board and Library Director to develop a capital campaign strategy and then developing and managing the budget appropriate to carry through with that strategy; and
- Organizing and training capital campaign volunteers enabling those team members to raise funds towards the campaign goal; planning and organizing fundraising activities necessary to meet the District's fund-raising goals.
- Producing and maintain marketing materials for the variety of fundraising methods used to accomplish the goals of the capital campaign

**ESSENTIAL DUTIES:** (The duties listed below are illustrative of the types of work or duties that may be performed or expected; the omission of specific duties does not exclude them from the expectations of the position if the work is similar, related or has a logical connection to it.)

1. Work with the District's Board of Trustees and Library Director to develop and then lead a capital campaign strategy aimed at achieving the campaign goal, including: lead and major gifts; community gifts; campaign communications; donor recognition and stewardship
2. Recruit, manage and train capital campaign volunteers and provide primary staff support to capital campaign committee comprised of library staff, board, other volunteer leaders
3. Plan and support monthly and weekly committee meetings and other meetings with individual members as needed



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4. Develop and implement a strategic communication plan and information materials to promote the capital campaign in collaboration with library leadership and capital campaign committee
5. Collaborate with staff in implementing systems, strategies and plans to coordinate responsibilities for capital campaign
6. Manage a major gift portfolio including individual, foundation and corporate donors and prospects; serve as a major and minor gift solicitor
7. Develop and implement donor engagement strategies designed to cultivate and secure new gifts as well as increase support from existing library donors
8. Develop and execute various events necessary for capital campaign to succeed with capital campaign committee, volunteers, and volunteer groups
9. Develop on-going methods of fundraising for the organization such as annual giving, planned giving and endowments
10. Assist with grant searches and applications
11. Perform other duties as assigned

#### POSITION TYPE/EXPECTED HOURS OF WORK

Initially, the position will be a part-time (i.e., 24 hours per week) salaried contract (no benefits) of limited duration, renewable as needed; workdays are both traditional and non-traditional as necessary to support events and other activities. This position reports to Library Director.

Work station at library with necessary equipment provided for remote work from home office.

#### QUALIFICATIONS, CREDENTIALS, EDUCATION, LICENSES, & CERTIFICATIONS REQUIRED

- Bachelor's degree or equivalent
- Front-line fundraising with substantial development experience
- Successful career growth leading to significant responsibilities in an organization
- Five years' successfully managing major capital campaigns
- Demonstrated familiarity with a variety of CRM and/or fundraising databases such as Raiser's Edge
- Or, other combination of education, experience and training that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the position.

#### KNOWLEDGE, SKILLS, REQUIREMENTS & ABILITIES

1. Ability to compose compelling fundraising letters, proposals and acknowledgements
2. Exceptional interpersonal skills and professional demeanor with a demonstrated ability to build and maintain productive relationships with senior staff, board members, major donors and volunteers
3. Successful track record of soliciting and obtaining major gifts
4. Ability to identify, qualify and engage prospective donors from outside existing donor base; knowledge of Washington State and San Juan Island-area, Seattle-area philanthropic communities desired



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5. Knowledge of best practices in capital campaign and major gifts fundraising and ability to apply this knowledge to guide strategy
6. Ability to work both independently and as part of a team to produce results in a fast-paced, deadline-oriented environment.
7. Strong project management skills with demonstrated ability to strategize, set and meet goals
8. Ability to create and manage budgets, making appropriate adjustments as necessary

## PHYSICAL REQUIREMENTS & WORKING CONDITIONS

### Tools and Equipment Used:

1. Requires frequent use of personal computer, including word processing, database programs; calculator, telephone, and copy machine.

### Physical Demands:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk and climb stairs, and is constantly using hands in conjunction with frequent finger use and typing, 10-key, and this typing may be repetitive up to frequently; uses hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms; constantly sits up to 2 hours at a time and seldom to occasionally will stand and talk. Events may require constant standing and walking.
3. The employee will occasionally lift and/or move up to 15 pounds, seldom up to 35 pounds. Specific vision abilities required by this job include close vision (eyestrain), ability to adjust focus, and extensive PC monitor work.

The job description does not constitute an employment agreement and is subject to change as the needs of the District and the requirements of the position change.

Submit cover letter and resumé by email ([lorton@sjlib.org](mailto:lorton@sjlib.org)), mail (San Juan Island Library, Attn: Director, 1010 Guard St., Friday Harbor, WA 98250), or in person at the Library.

**Applications received by March 31, 2020 at 5:00 pm Pacific time will be considered, but candidates will be considered as they apply. Early applications are strongly encouraged. Job will close when a successful candidate has been selected.**