**Job Title:** **Development Director** **(9.3.21)**

**Job Status**: Salaried, contracted employee position, renewable as needed, initially part-time (24 hours per week, with incremental increases up to 40 hours as necessary), of limited duration up to an estimated three (3) to five (5) years should financial conditions following the November 2022 bond levy allow, with yearly salary and/or COLA increases, and excellent benefits, (i.e. PERS retirement; matching deferred compensation; health insurance; paid holidays; vacation and sick leave; life, AD&D, short-term disability, and medical flight insurance)

**Salary**: $3,500/mo. for 24 hrs./wk. in 2021 (based on $70,000 full-time annual salary

**Job Description:**

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

It is expected that initial employment in 2021 will be part-time (24 hours per week), with increased hours in 2022. In the event a bond levy is approved by voters in November 2022 (the monies from which are meant to cover the majority of the new building’s construction costs), the District anticipates the position will likely be full-time and continue for up to three (3) to five (5) years, 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 of Trustees and Library Director to develop a capital campaign strategy, and developing and managing the budget appropriate to carry it through;
* Organizing and training campaign volunteers enabling those team members to raise funds toward the campaign goal; planning and organizing fundraising activities necessary to meet the District’s fund-raising goals; and
* Producing and maintaining 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 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 campaign volunteers and provide primary staff support to campaign committee comprised of development director, library staff, board members, and other volunteer leaders
3. Plan and support regular committee meetings, and meetings with individual members as needed
4. Develop and implement a strategic communication plan and information materials to promote the campaign in collaboration with library leadership and campaign committee
5. Collaborate with staff in implementing systems, strategies, and plans to coordinate responsibilities for 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 campaign to succeed with 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**

See Job Status, above. Work station provided at library, with necessary equipment provided for remote work from home office. Workdays are both traditional and non-traditional as necessary to support events and other activities.

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

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 to Director Laurie Orton ([sjlib@sjlib.org](mailto:sjlib@sjlib.org)), by mail (San Juan Island Library, Attn: Director, 1010 Guard St., Friday Harbor, WA 98250), or in person at the Library.

**Position is open until filled**