

Director-Development, Full-Time (#661)

POSTING DATE: 4/17/2023-5/17/2023

Job Summary: The Director of Development will lead and manage the implementation of a comprehensive fund development program for Carnegie Library of Pittsburgh (CLP). The Director of Development will supervise the team responsible for raising contributed revenues in support of Library operations, programs, endowment, capital projects and sustainability initiatives through donations, private and government grants, planned giving, major gift campaigns and events from individuals, corporations, foundations and government supporters. The position is a key member of the Library's leadership team and works closely with the President & Director and the Library's Board of Trustees to achieve CLP's annual fundraising goals.

Location: CLP-Main, Pittsburgh, PA.

Work Hours: 37.5 hours, Monday through Friday; with flexibility needed for meetings or special events on evenings and weekends

Compensation: \$120,000 - 130,000 annualized salary, DOE

Number of Vacancies: 1

Essential Functions:

- Leads staff members to plan, prepare and implement CLP fundraising efforts within each donor constituency across all fundraising activities;
- Collaborates with President & Director, Director of External & Government Relations, Board members and staff to build relationships with key funders and donors;
- Serves as primary staff liaison to the Board's Development Committee;
- Works with Board members to identify, cultivate and solicit prospective donors;
- Sets strategy and develops a long-term comprehensive plan to increase contributed revenue and build a more sustainable, diversified donor base;
- Oversees annual giving, grant submissions, major gifts, planned giving and all major fundraising initiatives;
- Helps to build a stronger culture of philanthropy within CLP and its branches;
- Communicates Library's case for support to all constituents and communities served;
- Maintains positive relationships with donors, funders, staff, volunteers and Board;
- Tracks progress toward established goals and prepares regular reports on progress toward goals and strategies;
- Regularly reviews ROI of fundraising events and activities relative to best practices;
- Adheres to the highest ethical standards;
- Complies with CLP's policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job;
- Performs other duties as assigned.

Education and Experience:

- Bachelor's degree in related field;
- Ten years of professional non-profit fundraising or relevant experience;
- Advanced training/education/CFRE credential preferred;
- Fundraising leadership, supervisory and departmental management experience;
- Budget and plan development experience.

Competencies and Qualifications:

- Ability to motivate and lead a team of development professionals;
- Demonstrated knowledge and experience in managing a fundraising program;
- Extensive personal experience and success with significant fundraising "asks";
- Excellent diplomacy skills along with ability to develop and promote relationships within Board, staff, supporters and the Greater Pittsburgh philanthropic community;
- Experience with private, community and government grant-seeking and submissions;
- Knowledge or experience with major gifts, planned giving and legacy programs;
- Excellent listening, interpersonal, and verbal and written communication skills;

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, ancestry, age, disability status, marital status, pregnancy, veteran status, sexual orientation, gender identity and expression, genetic information, political affiliation or any other protected characteristic in accordance with applicable laws and regulations.

- Demonstrated experience in organizational and project management, flexible with strong attention to detail and the ability to manage and pivot between multiple priorities;
- Proficient with donor database systems and Microsoft Office suite, including SharePoint, Excel, Word, PowerPoint and Outlook and other relevant software or hardware;
- Understanding of basic financial reporting and budget planning, especially as it relates to donation tracking and reporting;
- High achiever, passionate about literacy and learning;
- Ability to act as a representative of the Library to the public in a professional manner;
- Ability to quickly gain knowledge of CLP's policies and procedures, organizational structure, and staff and board members;
- Ability to record meeting minutes accurately and efficiently;
- Ability to maintain discretion and confidentiality of sensitive information.

Clearance Requirements:

- PA State Criminal Background Check,
- PA Child Abuse History Clearance
- FBI Fingerprint Criminal Records Check

Interested in Applying? Submit resume and cover letter describing your interest in the position and highlighting significant relevant accomplishments at <https://cssclp.sentrchr.com/?requisition=661> by **May 17, 2023**.