



JOB DESCRIPTION

Job Title:	<u>Executive Director</u>	Reports To:	<u>Foundation Board of Directors</u>
Department:	<u>Administration</u>	FLSA:	<u>Exempt</u>
Last Revised:	<u>October 2024</u>		

JOB SUMMARY

The Executive Director is responsible for the overall planning, development and execution of fundraising operations, fulfilling the vision, mission and goals of the Des Moines Public Library Foundation. Leads and manages the DMPLF staff and volunteers; coordinates the efforts of the foundation board members; and serves as the principal liaison to the library, attending meetings and working with the Library Director to better comprehend the needs of the library.

ESSENTIAL DUTIES AND RESPONSIBILITIES

LEADERSHIP

1. Establish the foundation's strategic plan in collaboration with the DMPLF Board of Directors. Provide overall strategic leadership and execution of all finalized initiatives and plans that include but are not limited to the annual campaign, planned giving, major gifts, grants and fundraising events. Oversee and monitor progress of plan priorities and objectives, working with board members as needed.
2. Recruit, lead and direct DMPLF staff and volunteers to carry out the Foundation's fundraising events and other activities. Communicate goals and provide ongoing coaching for successful achievement. Assist in board development.
3. Serve as DMPLF's primary spokesperson representing the Foundation through community participation, organization membership and presentations to different groups.
4. Review legislation associated with libraries for possible impact and advance advocacy efforts on behalf of the Foundation.

DEVELOPMENT

1. Build and execute multi-year fundraising strategies. Identify and steward donor sources such as but not limited to foundations, community organizations, government agencies, corporations and individuals. Identify and manage grant application and evaluation/reporting process. Oversee endowment management and growth.
2. Continually conduct outreach to build networks and connections throughout Des Moines and the surrounding area. Establish, cultivate and maintain relationships with key individuals and a diverse network of prospective donors and funders.

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3. Direct the planning and execution of foundation development programs, including special events such as the Iowa Author Awards Dinner, AVID sponsor receptions, etc.
4. Increase the Foundation's visibility in the community by overseeing the design and production of various marketing efforts, including but not limited to newsletters, brochures, press releases, social media, and website as well as broadcast media.

OPERATIONS

1. Serve as the principal staff liaison to the library and library Director. Attend the library board's monthly meetings plus work closely with the library Director and team to better understand the library's operations and needs to optimize the Foundation's decisions and directions.
2. Manage the development and monitoring of the DMPLF's budget and finances. Prepare budget recommendations for board approval at annual meeting. Ensure ongoing budget compliance including the accuracy and timeliness of all financial records, accounting and reporting.
3. Develop and maintain policies and procedures for the Foundation; stay abreast of fundraising trends and issues (general and specific to public libraries) along with governance and regulatory changes.
4. Coordinate, schedule and attend Foundation board meetings and all board committee meetings. Oversee the preparation of agendas, minutes, and all reports.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Direct Reports: 1 Number of people directly supervised
 # Indirect Reports: 0 Total number reporting into job through other managers (2+-downs)

EDUCATION AND EXPERIENCE

- Bachelor's degree in public or business administration, marketing, communications or other related field or equivalent combination of education and experience.
- Master's degree preferred.
- A minimum of 5 years fundraising experience.
- Experience developing and managing strategies/goals, programs and budgets.
- Experience working with and knowledge/understanding of libraries and library operations preferred.
- Non-profit and grant experience plus experience working with a board of directors preferred.

SUCCESS FACTORS

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- Outstanding verbal and written communication and presentation skills with ability to articulate vision to board of directors, donors, prospective donors, and stakeholders. Being able to influence and inspire others.
- Outstanding leadership and ability to effectively lead and guide others during events and initiatives to meet goals and mission of Foundation.
- Excellent interpersonal skills with ability to build networks and connections among a diverse population.
- Goal-oriented and mission-driven with ability to demonstrate passion and commitment.
- Excellent strategic and analytical thinking, problem-solving, and decision-making skills with ability to apply innovative approaches when needed.
- Understanding of financial and accounting policies and practices.
- Familiarity with related laws and regulations.
- Understanding of technology and how it may be leveraged for process / organizational improvement.
- Trustworthy and ethical.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and 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.

- Required to sit or stand for long periods of time.
- Frequently reaches, uses fingers for typing and grasping along with repetitive motion of wrists, hands and/or fingers.
- Specific vision abilities required by this job include close vision, depth perception, ability to adjust focus, color and distance vision.
- Continuous hearing and regular speaking.
- Work is primarily performed indoors.
- Work may occur outside of regular office hours.

If you are interested in helping us further our mission and commitment to raise funds and advocate for the Des Moines Public Library system and meet the expressed qualifications, please submit your cover letter and resume to briannesanchez@dmpfoundation.org. Priority application deadline is Nov. 6.