

JOB ANNOUNCEMENT

Employer: Pima Library Foundation

Position: Executive Director

Pima County Public Library

Pima County Public Library empowers individuals by providing free access to reliable, accurate information that comes with experts who help you navigate an expanding universe of sources. The Libraries provide programs for critical early learning, college readiness, building your own business, becoming an entrepreneur, reskilling, and meeting community needs for professionals in high growth areas.

The Libraries are also a community support system offering classes for English, computer skills, citizenship, and job help. The Libraries distribute meals, provide free wifi access, direct you to critical services for rent assistance and health needs, offer safe and welcoming spaces, and do all of this in both English and Spanish with translation available for many other languages. The Libraries champion diversity, equity, and inclusion in everything they do.

The Pima Library Foundation's purpose is to create, develop and sustain a permanent Endowment for the long-term benefit of the Pima County Public Library system. The Foundation also raises non-endowment funds for programmatic use by the Library. The Pima Library Foundation raises funds to support critical programs, events, and spaces that aren't funded by the County. **Travel within Pima County will be required.**

Executive Director Position Summary

The Executive Director is a frontline fund raiser, spending 75% of time on development, including a significant focus on the identification, qualification, cultivation, solicitation, and stewardship of prospective major gift and legacy donors (planned giving) including individuals, corporations, and foundations. The Director is also responsible for planning, organizing, and directing the annual fund, special events, and capital campaigns. Other responsibilities include coordination of marketing and public relations and monitoring the budget and finances of the organization.

The Executive Director works closely with the Board of Directors in all areas above. The PLF is growing our Board and seeking to add members from local businesses, non-profits, and relevant community organizations.

Responsibilities

- Develop personalized strategies for all donors and prospects which build, maintain and enhance relationships while furthering donors' philanthropic objectives. Design and manage solicitation and stewardship plans to support fundraising initiatives.
- Meet prospective donors and current supporters on a regular basis to establish effective communications with them.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Direct the annual fund program, including mailings.
- Direct capital campaigns and other major fundraising drives.
- Organize and coordinate fund raising special events.
- Maintain current and accurate records of donor prospects and all donor contacts on a weekly basis.
- Provide input and direction for development-focused newsletters, invitations, brochures, and other publications/communications, as needed.

- Make public appearances/accept speaking engagements to share information about the Pima Library Foundation.
- Attend Board meetings and provide regular reports on development metrics, accomplishments, strategies, and activity plans.
- Operate the fundraising database and tracking systems.

Qualifications

- Must embrace the mission of the Pima Library Foundation.
- Five years of experience in a not-for profit work setting as Executive Director or Director of Development, including working with a Board.
- Knowledge and experience in fund raising techniques, particularly major gift fundraising
- Excellent interpersonal and communication skills to work effectively with donors, volunteers, Board members, and other stakeholders.
- Exceptional organizational skills.
- Strong writing experience
- Ability to manage multiple demands and competing priorities and meet goals and deadlines with minimal supervision.
- Good judgment and ability to maintain confidential information.
- Experience with database management and computer skills utilizing Microsoft Office products.

PLF is committed to an environment of mutual respect, collaboration, and equal opportunity for all employees, and strongly encourage applications from people of color and immigrants. We believe in building and sustaining an organization that is reflective of the communities in Pima County.

Salary Range: \$50,000 - \$65,000

Open Until Filled: Submit cover letter, resume, and three (3) references

Send Application Materials to:

Board of Directors

Pima Library Foundation
P.O. Box 13245
Tucson, AZ 85732

Contact Email: ayoung23@cox.net

Website: <https://thepimalibraryfoundation.org/>