

Boyd Community Center/Lauri Ann West Memorial Library Development Director

The Boyd Community Center enlivens and strengthens the community by providing a vibrant and welcoming place for community engagement. The Center delivers dynamic high quality cultural, educational, and recreational classes, camps, and workshops and memorable special events. The friendly atmosphere, innovative programming, and planned revitalization of the facility provide an enticing community gathering place.

Lauri Ann West Memorial Library inspires literacy and life-long learning by providing materials and services that meet the educational, cultural, professional, and recreational needs of residents. With our focus on customer service and up-to-date collection of books, periodicals, CDs, DVDs, and access to global on-line reference materials, the library strives to provide quality service to its patrons. Plans for the new Library provide a state-of-the-art home from which we will continue to provide friendly, personal service.

The Development Director role is critical to achieving the missions of both the Boyd Community Center and Lauri Ann West Memorial Library, with a combined annual budget of \$1 million. The position will be accountable to the Executive Director for the overall planning and implementation of the organizations' joint capital campaign of \$10 million, and execution of both organizations' operational fundraising efforts including individual, corporate, government, and foundation giving, and special events. The Development Director is also responsible for related supporting processes, to meet short term and long range financial objectives.

Working closely with the Executive Director, Board of Directors, Program Director, Staff and other constituents, the Development Director will:

- Plan and implement fund raising campaigns that are complementary with vision and values of Center and Library and consistent with strategic objectives
 - Increase historic sources of funding
 - Prioritize, research, propose, facilitate meetings, write grant proposals, and secure new sources of operating and capital funds:
 - Individual giving
 - Corporate sponsorships
 - Foundation grants
 - Government sources including RAD, ACLA, Pa Council on the Arts, local municipalities
- Plan, develop, and utilize various resources in support of development goals:
 - Design, write and publish appeals, grant proposals, promotional literature, media lists, press releases, presentations, and web pages
 - Coordinate and serve committee and board interactions in support of campaigns, including project work and monthly reporting
 - Recruit, coordinate, and foster teams of volunteers, staff and third parties to execute steps of campaign plans
 - Work with Library and Community Center staff to assess funding needs; identify appropriate funding sources to meet these needs.
 - Coordinate events and meetings
 - Prioritize, plan and coordinate special projects
- Plan, design and execute efficient administrative tactics in support of fundraising:
 - With Program Director, develop and maintain donor data bases to accept and manage gifts and support continuous fundraising tactics
 - Work with financial and administrative resources to create campaign budgets, and assure accurate accounting of expenditures and raised monies

- Plan for, write and execute acknowledgements and other correspondence to funders and potential funders (thank you notes, invitations, appeals etc., drafting requests/proposals)
- Develop, plan, and implement other processes for active cultivation of members and donors

The successful candidate will meet the following minimum requirements:

- bachelor's degree and at least 5-7 years of experience in a similar role
- demonstrated ability to write and use a variety of communications vehicles to engage constituents
- ability to plan major projects or programs and manage projects
- excellent organization skills
- strong customer orientation, prioritization, and problem-solving skills
- strong relationship building and networking skills
- results orientation, as demonstrated through recent achievements
- ability to hire, develop, and motivate highly effective staff and teams of volunteers and third party support
- a demonstrated commitment to community programming
- a strong appreciation for innovation and diverse artistic pursuits
- ability to negotiate skillfully with internal and external groups
- CFRE preferred
- masters degree in business, marketing, arts management, library science or related fields preferred

Library and Community Center is located on 1220 Powers Run Road in O'Hara Township. (10 minutes from Highland Park Bridge.) Competitive salary. We are an equal opportunity employer. Send cover letter, resume, and salary/benefits requirements to Stephanie Flom, Executive Director, sflom@boydcommunitycenter.org by February 23, 2007.