

Berkeley Public Library Foundation

The Berkeley Public Library Foundation is an award winning non-profit organization dedicated to developing private support for all Berkeley public libraries. Its first project, a three-year, \$3.7 million capital campaign to refurbish the interior of the Central library, was completed in 2000. The foundation is now starting a second capital campaign to raise \$3.2 million to support the renovation of Berkeley's four branch libraries.

Position Title: Development Director

Position Summary: The Development Director is selected by and reports to the Board of Directors, specifically through the Board President. The Development Director is responsible for the organization's consistent achievement of its mission and financial objectives.

The Development Director is responsible for developing and executing the long-term strategic goals and objectives set by the Board of Directors. The Development Director is responsible for administration of the organization's fiscal and financial management. Additional responsibilities involve developing and administering policies and procedures of the organization in accordance with its Articles of Incorporation and by-laws, national and local laws and relevant authorities, and in accordance with the policies formulated by the Board of Directors. Responsibilities also include implementation of the organization's fund development program, public relations and community outreach, personnel management, program administration and member/donor and advocacy program.

Duties and Responsibilities:

Strategic Planning:

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress. Establish accountability systems to evaluate achievement of all objectives.

Financial Management:

- Work with the Finance Committee in developing, monitoring and implementing sound financial strategies and budgets including asset management, and ensure that these strategies are presented and approved by the board.
- Work with the Finance Committee, staff, and the Board in preparing a budget and ensure that the organization operates within budgetary guidelines.
- Work with the Board and staff to ensure that adequate funds are available to permit the organization to carry out its work.
- Ensure that accurate and timely financial records and documents are maintained and are in compliance with all Federal, State and local laws.

Fund Development:

- Develop and implement the organization's annual fund development strategy.
- Nurture and expand the donor/member base.
- Identify and solicit foundation and corporate donors
- Coordinate marketing and public relations strategies to support the capital campaign
- Prepare all fund raising materials, including grant proposals and campaign collaterals
- Organize cultivation and stewardship activities
- Oversee and develop long-range development plans for capital projects.
- Publicize the activities of the organization, its programs and goals to funding sources.
- Identify new revenue producing sources for the organization.
- Monitor fundraising revenues and expenditures.
- Maintain and enhance good relations with community foundations, local corporations, individuals and private foundations.

Capital Campaign

- Identify and solicit foundation and corporate donors
- Coordinate marketing and public relations strategies to support the capital campaign
- Prepare all fund raising materials, including grant proposals and campaign collaterals
- Develop strategies for achieving the capital campaign goal
- Develop and implement strategies for identifying, cultivating, soliciting and providing stewardship for individual donors at the leadership, major and community gift levels
- In coordination with the Campaign Chair, manage and support the Capital Campaign Committee and all fund raising volunteers
- Maintain all donor records, pledge fulfillment and fulfill reporting requirements
- Manage campaign expense budget

- Together with the Campaign Chair and Campaign Committee members, represent the project to the funding community

Administrative Management:

- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Jointly, with the President of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.
- Oversee the various publications of the organization including its websites.

Board Operations:

- Ensure that the Board is kept fully informed on the state of the organization and all important factors influencing it.
- Maintain a working knowledge of significant developments and trends in the field and keep the Board fully informed.
- Ensure that the Board receives timely information regarding the status and progress of all fundraising activities.
- Work closely with the Board, Board Committees and the Advisory Council.

Human Resources/Personnel Management:

- Recruit, train, manage, motivate and evaluate staff and volunteers.
- Facilitate positive employee relations and resolve employee conflicts and grievances. When necessary, retain outside Human Resources and legal support.
- Ensure that job descriptions are developed, that performance evaluations are conducted properly and on a timely basis and that sound human resource practices are in place.
- Promote and encourage professional development, education and training programs for staff.
- Assist program staff in relating their specialized work to the total program of the organization.
- Maintain an environment that attracts, maintains, and motivates a diverse staff of top quality people.

Public Relations/Community Outreach

- Maintain and enhance active leadership and visibility that builds support for the library within the business community, other public agencies, elected officials, community leaders and neighborhoods.
- Maintain and enhance active leadership in promoting a positive working relationship with the city librarian, the library commission, and appropriate library staff.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.
- Promote active and wide participation by volunteers in all areas of the organization's work.
- Develop and strengthen relationships with other library support organizations.

Qualifications:**Education:**

- Minimum: Bachelors Degree

Experience and Knowledge:

- Minimum five years experience in supervision/administration of a non-profit organization
- Demonstrated knowledge of non-profit organization management principles
- Demonstrated experience in budget and fund development and investment management
- Excellent written and verbal communication skills
- Demonstrated strong organization skills
- Demonstrated experience managing a significant Capital Campaign

Compensation: Commensurate with background and experience

To Apply: Email cover letter outlining accomplishments, resume and salary requirements to info@bplf.org. Please put Development Director in the subject line. Please submit materials by September 30, 2009 for full consideration.