

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Corporate and Foundation Relations Specialist**

Dept.: **KCLS Foundation**

Job Code Number: **20011**

Reports to: **Executive Director**

Grade Number: **14, Non-represented**

– **KCLS Foundation**

Effective Date: **Revised January 2019**

FLSA Status: **Non-Exempt**

General Position Summary:

Assists with developing and implementing the King County Library System Foundation annual and long-range fundraising efforts to further the organization's mission in support of programs and services offered by KCLS. Identifies, cultivates and solicits new donors and sustains existing relationships with foundation and corporate donors in an effort to deliver six-figure gifts and sponsorships.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Supports KCLS Foundation strategy in the successful management of existing corporate partnerships while conducting research and identifying and securing new relationships.
2. Manages grant development program which includes grant research, proposal development and grant writing. Consults with KCLS staff to organize and synthesize information on programs in support of writing persuasive sponsorship and grants proposals and reports.
3. Submits comprehensive reports on grant funding programs and projects. Prepares corporate and foundation briefings in preparation for senior staff, Board members and volunteer leadership.
4. Coordinates with the Foundation staff to ensure accurate tracking and reporting of grant and sponsorship funds. Ensures proper recognition and benefits delivery for corporate and foundation donors.
5. Monitors and analyzes progress toward reaching specific fundraising goals. Develops and adjusts fundraising strategies as needed to meet performance metrics.
6. Professionally and clearly articulates KCLS' vision and funding priorities verbally and in writing to prospects and donors. Maintains regular, ongoing donor communications to advance donor relationships.
7. Creates and participates in the development and delivery of key materials including PowerPoints, talking points, partnership activity summaries and other materials related to the development and retention of new and existing corporate and foundation partners.
8. Manages the annual calendar of grant and proposal submission and reporting deadlines. Completes all scheduled actions and duties in a timely and accurate manner.
9. Assists with the preparation of the annual budget and income projections.

Secondary Duties:

1. Serves as point of contact for third-party benefits.
2. Provides support for and attends fundraising events and meetings.
3. Serves on various committees.
4. Other related duties as assigned.

Core Competencies:

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Teamwork/Collaboration

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

Decision Quality

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

Accountability

Holds self, direct reports, and others accountable for achieving intended outcomes; follows up

and monitors progress to ensure that things stay on track; models organizational values and norms.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A typical way of obtaining the knowledge, skills and abilities necessary to successfully perform the essential duties of the position is:

- Bachelor's degree in communications, public relations, public administration or a closely related field.
- Minimum of three years' experience in fundraising, including donor relations and prospect research.
- Experience of having expanded donor relationships with multiple constituencies.
- Minimum two years' experience in researching and submitting winning grant proposals, including grant tracking and administration.
- Experience using a donor database preferred.
- Or an equivalent combination of training and experience in non-profit fundraising that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the classification.

SPECIAL REQUIREMENTS

Valid Washington State driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, 10-key and this typing may be repetitive up to frequently. Constantly sits up to 2 hours at a time and seldom to occasionally will stand and walk. Annual event requires constant standing and walking. Will frequently reach up to chest level with hands and arms to work at desk. The employee will occasionally lift to 10 pounds, seldom up to 35 pounds, and seldom push carts with up to 20 pounds of force.

WORK ENVIRONMENT

Work involved in this position requires occasional evening or early morning or weekends meetings and events. Extensive close work (eye strain), extensive PC monitor work and the occasional setting up/taking down of materials transported in support of meetings and special events are part of the job.

Advancement Possibilities:

Open depending on education, training and experience.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR