

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Director of Major and Planned Gifts – KCLS Foundation**

Dept.: **KCLS Foundation**

Job Code Number: **10463**

Reports to: **Exec. Director, KCLS Foundation**

Grade Number: **20, Non-represented**

Effective Date: **Revised January 2019**

FLSA Status: **Exempt**

General Position Summary:

Responsible for leading, planning and executing KCLS Foundation's major and planned gift fundraising program and raising private gifts in support of pilot programs and projects. Mobilizes community resources in support of KCLS and KCLS Foundation projects. Supports the KCLS Foundation Board in its fundraising plans and goals.

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. Creates and implements short- and long-term action plans for the Foundation's major and planned gifts program. Develops and manages long-term cultivation strategies to effectively move annual giving donors into major and planned gifts donors.
2. Manages major donor outreach activities to ensure that appropriate staff and/or KCLS Foundation Board members cultivate prospects. This includes planning and arranging meetings, conference calls, assignments and follow-up communications.
3. Grows the funds from this revenue area by increasing the number of major donors and amount(s) given by current donors.
4. Manages the major gift process including the research, solicitation, and cultivation of prospects/gift donors. Collects and analyzes background information to develop prospect profiles and other reports for development staff. Manages research and prospect-rating system and performs data analysis to recommend donor's capacity.
5. Oversees and evaluates donor tracking processing for accurate and efficient operation. Develops related procedures to improve the efficiency of the function.
6. Works collaboratively with other members of the development team to achieve the Foundation's goals.
7. Works with development staff to ensure accuracy and confidentiality of all in-house data entry, including pledges, major gifts tracking, and donor records.
8. Produces reports on major gifts contacts and fund raising. Prepares stewardship reports to donors on the use and impact of their gifts.
9. Works on capital campaigns, grant submittals and special projects and events.
10. Prepares written proposals, informational materials, endowment agreements, gift illustrations, and any other materials needed to secure major and planned gifts.
11. Assists with preparation of annual budget and income projections for upcoming fiscal year.

Secondary Duties:

1. Provides support for KCLS Foundation projects as assigned.
2. Networking in fund development and community activities.
3. Other related duties as assigned.

Core Competencies:

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.

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 from differences.

Ethics, Values, and Judgment

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & 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 foster personal success and connections for others.

Coaching and Counseling

Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.

Managerial Courage

Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.

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:

- Bachelor's degree required; advanced degree and Certified Fund Raising Executive (CFRE) preferred.
- Five years progressive experience in non-profit fundraising.
- Verifiable record of securing major and planned gifts.
- Experience working with high profile donors.
- Or, other combination of education, experience and training 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 is performed in a normal office environment. Evening/early morning meetings, extensive close work (eyestrain) and extensive PC monitor work are required.

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