

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Executive Director – KCLS Foundation**

Dept.: **Foundation**

Reports to: **Executive Director
represented**

Effective Date: **Revised January 2021**

Job Code Number: **10461**

Grade Number: **25, Non-**

FLSA Status: **Exempt**

General Position Summary:

Directs, implements and oversees all fundraising, development-related, and supporting activities of the KCLS Foundation and raises funds in support of programs and projects not included in the KCLS operating budgets. Mobilizes community resources in support of KCLS and Foundation projects. Cultivates relationships with current and potential donors. Supports the KCLS Foundation Board of Directors in its plans and goals. Manages the Foundation office and staff. Serves on Administrative Management Team (APT).

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. Raises funds for the Foundation and KCLS through an array of fund development activities including, but not limited to, grant writing, soliciting contributions, major and planned gifts, capital campaigns, etc.
2. Plans, implements, attends, monitors and evaluates the effectiveness of all events, fundraising activities and special projects.
3. Directs development of the Foundation's communication and marketing materials, brochures, solicitations, etc.
4. Provides leadership and support for the Foundation Board of Directors and committee members in planning, participating, communicating, organizing and coordinating meetings and materials.
5. Manages the Foundation office and leads, motivates and develops the staff. Ensures compliance with regulations, policies, procedures and practices.
6. Builds, sustains and grows relationships with individuals and organizations, including major donors and prospects, to garner their support.
7. Identifies the Foundation's priorities and creates fundraising strategies in consultation with the Foundation Board of Directors and the KCLS Director. Researches and develops new fundraising approaches and plans to increase the Foundation visibility in the community.
8. Develops a yearly proposed budget for all Foundation activities and the Foundation portion of KCLS budget. Reports regularly on the results of the Foundation activities and development efforts.

Secondary Duties:

1. Participates in professional associations, community meetings and activities. Attends workshops and seminars to enhance job competencies.
2. Participates in other KCLS program and project committees.
3. Performs 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.

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.

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.

Vision and Strategic Thinking

Supports, promotes, and ensures alignment with the organization's vision, mission, and values; holds big picture view while setting priorities, often uses breakthrough strategies to find the way

forward.

Drive for Results

Focuses on results and desired outcomes and how best to achieve them; does not confuse effort with results. Gets the job done.

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.

Managing Change

Embraces organizational changes and their rationale, models behavior needed during improvements in organization's effectiveness, competitiveness, and public service delivery; manages own reactions and supports others in the process.

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 finance, sociology, public relations, business or public administration, or related field.
- Master of Library Information Science (MLIS) or advanced degree and/or specialization in fundraising, financial planning, planned giving, etc. desirable.
- The Certified Fund Raising Executive (CFRE) credentials desirable.
- Five to eight years' experience in fundraising or a related area, including at least three years at the management level. Experience in working closely with boards and in public sector environment preferred.
- Continuing education and on-the-job experience in fundraising and philanthropy concepts, skills and techniques.
- 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