

**OSTERHOUT FREE LIBRARY  
DIRECTOR OF DEVELOPMENT & COMMUNITY RELATIONS  
Job Description**

**SCOPE OF THE JOB:**

1. Reports to the Executive Director of the Osterhout Free Library.
2. Works with the Executive Director, Development Committee, Board of Directors, to facilitate the Library's fundraising and publicity programs.

**ESSENTIAL FUNCTIONS OF THE JOB:**

**A. Fundraising & Special Events**

1. Help plan the annual Osterhout fundraising strategy.
2. Facilitate the creation of a detailed and comprehensive development plan that includes monetary and program goals, effective fundraisers, strategies, and required activities.
3. Work with the Board of Directors and Executive Director to identify, cultivate, solicit, and steward major donors and prospects, including foundation, corporate, and individual donor contacts, and solicit event sponsors and in-kind contributions.
4. Organize all fundraising endeavors; develop detailed plans with timelines identifying the persons or persons responsible for each step.
5. Write and oversee the production of fundraising materials: solicitation letters, brochures, volunteer job descriptions, and related materials.
6. Help recruit volunteers for necessary leadership roles and committees.
7. Work with volunteer chairs to conduct committee meetings, including planning agendas, developing material, and serving as a resource for volunteers.
8. Provide support and progress reports to volunteers, Development Committee, Executive Director, and the Board.
9. Support and supervise all special events, including publicity, oversight and set up to insure smooth operation of each event.
10. Track board and volunteer contributions, activities, contacts, and solicitations.

**B. Grants**

1. Identify, with input from the Executive Director and Department Heads, programs, projects, and other areas for possible grant funding.
2. Research and identify possible new funding sources.
3. Write and submit letters of inquiry and develop or oversee proposals.
4. Maintain schedule of due dates for letters of inquiry, proposals, and reports.
5. Ensure timely submission of proposals, monitor grant status, conduct follow up as necessary, and report regularly on progress of grants in process.

**C. Community Relations**

1. In consultation with the Executive Director, develop a coherent strategy to promote library programs, events, and the overall organization.
2. Organize and lead a committee of library staff to plan publicity and outreach.
3. Oversee consistent messaging of library programs, events, and other information through print and electronic media.
4. Establish and maintain media contacts; issue press releases.
5. Ensure regular public communication through social media and the library's webpage.

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D. Administration

1. Supervise and oversee related activities of development support staff and volunteers.
2. Manage and ensure the integrity of the fundraising database, and other records.
3. Oversee the preparation of acknowledgment letters, mailings, and other clerical tasks associated with fundraising endeavors.
4. Control Development expenses related within the approved budget.
5. Participate in management meetings, management decisions, and activities.

**OTHER DUTIES OF THE JOB:**

1. Attend meetings, training seminars as required.
2. Meet the State requirement of six Continuing Education credits every two years.
3. Perform other duties as assigned by Executive Director.

**WORKING CONDITIONS:**

1. Full-time, salaried position. Full-time employees work at least 37 hours per week, which may include some evenings weekends and holidays.
2. Work is performed primarily in indoor shared-office environment, in community meeting rooms and at the Library. Meetings offsite are held frequently and occasionally outdoors.

**PHYSICAL DEMANDS OF THE JOB:**

1. Ability to record, convey, and present information, explain procedures and follow instructions.
2. Able to sit for long periods, with intermittent periods of standing, walking, bending, twisting, lifting, carrying and reaching to carry out essential duties of the job.
3. Coordinated movements of fingers/hand; and simple movements of feet/legs.
4. Able to pay close attention to detail and concentrate on work.
5. Physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, facsimile machines, postage machines, copiers, etc.

**QUALIFICATIONS:**

A. EDUCATION/TRAINING:

Bachelor's degree from an accredited college or university and three (3) years of full-time, paid experience in institutional development or any combination of acceptable training/experience. Experience in planned giving, grant research and writing, special events, acquisition of major donors, and experience with public relations.

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**B. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Computer literacy in database, spreadsheet and word processing applications as well as Windows-based development database program.
2. Ability to organize and implement multiple projects simultaneously.
3. Ability to gain consensus and commitment for ideas, plans and goals.
4. Able to proficiently speak and understand the English language.
5. Ability to read correspondence, reports, invoices, etc. and to prepare the same using proper format.
6. Ability to communicate effectively, give and follow complex written and/or verbal instructions and pay close attention to detail.
7. Adaptable to performing under stress and deal with others acting under stress.
8. Ability to develop work-related goals and objectives. Willingness to develop job-related abilities, skills and knowledge.
9. Skill in managing area workflow, including ability to identify, negotiate, establish, communicate and apply priorities.
10. Ability to exercise independent judgment and initiative in identifying required work assignments and appropriate methods to be used.
11. Ability to exercise tact and discretion in handling confidential personal information.
12. Ability to assume a leadership role in a group setting. Ability to establish and maintain effective working relationships with the Executive Director, Board of Directors, Management Team members, community officials, agency representatives and the public.
13. Commitment to and skill in supervising people. Knowledge of supervisory and training techniques.
14. Must have the ability to travel indecently to work locations and meetings.

**Please send resume and cover letter to Connie Tanski at  
[ctanski@luzernelibraries.org](mailto:ctanski@luzernelibraries.org) by December 4, 2022**