

Job Description

Troy-Miami County Public Library

Job Title: Community Development Manager

Department: Administration

Immediate Supervisor: Executive Director

Status: part-time, most remote, non-exempt

Benefits: Employee assistance program, professional development opportunities, and membership in the Ohio Public Employees Retirement System

Job Description

The Community Development Manager is a community-minded individual that will plan and implement the library's fundraising activities. The Community Development Manager will work with the Executive Director to set annual and project-based monetary goals and budgets. This person will oversee the fundraising process and will maintain records of receipts. This manager demonstrates the willingness and ability to serve as a leader and manager, and possesses excellent interpersonal, customer service, and decision-making skills.

Responsibilities

- Oversee the library's fundraising program to provide for short- and long-term needs.
- Assists in the development of goals and strategies for all fundraising campaigns.
- Creates and provides training for staff on fundraising topics.
- Develop, manage, and track annual giving.
- Grant writing for local, state, and federal programs.
- Plan and execute fundraising events.
- Identify, cultivate, solicit, and recognize current and prospective donors.
- Ability to work within a budget.
- Provide a friendly, donor-centered customer service and represent the library and our mission in a professional and positive manner.
- Perform administrative work of a complex, confidential and responsible nature.

Qualifications

- Progressively responsible prior library experience or experience as a leader in community-focused organizations preferred.
- Extensive knowledge of fundraising strategies and principles.
- Experience seeking out and cultivating relationships that lead to increased library funding.

- Previous success meeting fundraising goals, through diverse funding streams. Grant writing experience required.
- Ability to handle confidential information with discretion and remain calm in stressful situations.
- Ability to meet, speak with, communicate, and work cooperatively and effectively with other library staff, professionals in the field, and patrons.
- Understanding of library principles, procedures, goals, and philosophy of service.
- Ability to frequently use a keyboard, carry, hold, lift, reach, stoop, sit, turn, push and pull.

Physical Demands and Working Conditions

- Ability to operate standard office equipment, daily.
- Ability to stand for extended periods of time, occasionally.
- Ability to lift and move a minimum of 40 pounds, occasionally.
- Ability to perform repeated reaching, bending, climbing and squatting, occasionally.
- Ability to work in a team setting.
- Requires availability for extended hours as needed, including occasional nights and weekends.
- Requires regular participation and attendance at events and trainings.
- Requires ability to travel to off-site locations, occasionally.

Position Requirements

- Attendance and reliability: Demonstrates reliability by arriving to work, meetings and appointments on time and by completing assignments in expected time frames.
- Customer Service: Strives to maintain positive internal and external customer service relationships. Represents the library in an appropriate manner when dealing with staff, managers, vendors, contractors, colleagues, and members of the public.
- Diversity: Treats others with respect and consideration regardless of their cultural background, status, lifestyle choices, or position.
- Initiative: Seeks increased responsibilities. Takes independent actions. Asks for and offers help when needed. Displays original thinking and creativity.
- Teamwork: Exhibits a willingness to work in a team-oriented environment. Demonstrates pleasant communication skills and supports others in the completion of library operations. Able to deal effectively with confrontational individuals and/or challenging situations.
- Organizational Ethics: Maintains a high level of ethics, integrity, and confidentiality. Follows all library policies and procedures.
- Safety/Security: Observes safety and security procedures. Promptly reports potentially unsafe conditions. Operates and uses equipment and materials properly. Satisfactory completion of background check.
- Professional Development: Stays informed of current trends and issues. Exhibits motivation and commitment to improve work related knowledge, skills, productivity, and abilities.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

Troy-Miami County Public Library is an Equal Opportunity employer. We recruit and hire the most qualified applicant without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

By signing below, I signify that I understand the responsibilities of the position of Community Development Manager, meet the minimum qualification, and am capable of meeting the required duties:

_____	_____
Employee Signature	Date
_____	_____
Supervisor Signature	Date