EASTTOWN LIBRARY

720 First Avenue, Berwyn PA 19312
www.easttownlibrary.org

Position Title: Development Director (full-time, exempt)
Department: Administration
To apply: Send resume and cover letter to Amber Osborne, Executive Library Director, aosborne@ccls.org

We are looking for a welcoming, enthusiastic, and community-focused individual to join our team as Development Director. This position is responsible for leading all fundraising efforts of the Easttown Library Foundation. The Development Director builds relationships with individuals and businesses while developing, implementing, and monitoring a comprehensive fundraising plan to expand philanthropic support for the organization.

Easttown Library is a busy suburban library in Chester County, PA. In addition to loaning books and non-traditional materials, we also offer a robust set of programs and services for residents of all ages, including notary and passport services. Our library is a hub for lifelong learning, connection, exploration, and enrichment. The Easttown Library Foundation supports the mission of Easttown Library through philanthropy, advocacy, and community engagement to ensure exceptional library services for current and future generations.

Principal Responsibilities:

- Develop and implement fundraising strategies for the Annual Fund, Endowment Fund, and Planned Giving
- Maintain donor database, process gifts, analyze data, and prepare reports to inform fundraising efforts
- Develop and manage portfolio of donors and prospects
- Devise and execute strategies to cultivate and steward donors in coordination with the Development Committee of the Foundation Board
- Plan, design, and prepare the Annual Report and other fundraising publications and brochures
- Research, manage, and write grant proposals, including for the EITC program
- Oversee, plan, prepare, and handle logistics of all Foundation special events and donor cultivation and recognition events
- Draft Foundation annual budget and provide input for long range planning and fundraising goals
- Collaborate with Community Engagement Librarian on social media and website content and event marketing materials
- Collaborate with the Friends of Easttown Library on their fundraising initiatives and events in coordination with the Foundation's activities
- Achieve fundraising goals for the Annual and Endowment Funds as set by the Foundation Board
- Prepare and present a monthly report to the Foundation Board on the status of fundraising initiatives and events
- Oversee consultants and vendors for special projects and events

Required Qualifications:

- 3-5 years of progressively responsible fundraising experience with a demonstrated record of success in donor cultivation, solicitation, stewardship, and revenue generation

- Bachelor's degree or higher
- Strong written, verbal, interpersonal, and public speaking communication skills
- Strong knowledge of donor cultivation, major gifts, grant writing, planned giving, and stewardship practices
- Demonstrated ability to manage multiple priorities and meet deadlines
- Self-starter with ability to work independently and as a team member
- Proficiency with donor database software, Microsoft Office, and Canva
- Demonstrated ability to maintain confidentiality and handle sensitive donor information with professionalism

Preferred Qualifications:

- Familiarity with Bloomerang donor management software
- Experience with capital campaigns
- Experience in a library, educational, or non-profit setting
- CFRE certification

Physical Requirements:
The physical requirements listed are representative of those needed to perform the essential functions of this position. Reasonable accommodation may be provided for individuals with disabilities.

This role requires regular sitting, use of hands, and frequent reaching, standing, walking, and communicating. Employees may occasionally lift or move up to 25 pounds. Close and distance vision are required.

Additional requirements:
Must provide PA Criminal History Record, Childline Child Abuse Clearance, and FBI Fingerprint Check within 90 days of employment.

Hours:

- 35 hours per week
- Occasional evening and weekend attendance is required for board meetings, donor events, and fundraising activities
- Primarily onsite at Easttown Library with some flexibility for remote work as approved

Salary & Benefits:

- The salary range for this full-time position is $63,000-$75,000, depending upon qualifications and experience.
- Easttown Library offers a comprehensive benefits package that includes health, dental, and vision insurance, participation in a retirement plan, and generous paid time off.

Easttown Library is an Equal Opportunity Employer and is committed to creating an inclusive environment for all employees. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status under applicable law.

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