

Director of Development (Hybrid Position)

Way Public Library Foundation & Friends

Job Description: DIRECTOR OF DEVELOPMENT

Pay Grade: Salary commensurate with experience

Hours: Full time 37.5 hours per week

Location: Way Public Library, Perrysburg Ohio

The Way Public Library strives to be the driving force behind a powerful culture of learning that will inspire people from all walks of life to continually learn, share, and seek out new knowledge.

The successful applicant will be a self-directed professional with a strong work ethic, a collaborative work style, and the skill set to thrive in a welcoming service environment for patron and staff.

Job Summary: Responsible for developing and implementing a comprehensive fundraising strategy to grow philanthropic support for the Library. Oversee key revenue streams including major gifts, annual giving, institutional and corporate relations, planned giving, special events, and capital initiatives. Build and maintain strong donor relationships, advance prospect pipelines, and ensure consistent solicitation and stewardship practices that align with organizational goals. Performs other functionally related duties as assigned.

JOB REQUIREMENTS

Education

- Bachelor's degree, preferably in nonprofit management, business administration, communications, marketing, or related field of study.

Experience

- Seven (7) years' experience working in development, fundraising, or advancement, managing annual giving and donor engagement programs and creating fundraising marketing plans.
- Three (3) years' supervisory or leadership experience.
- Proficiency using the fundraising CRM system Bloomerang (assessment required).
- Driver's License.

Preferred Qualifications

- Bachelor's degree, preferably in nonprofit management, business administration, communications, marketing, or related field of study.
- Certified Fund-Raising Executive (CFRE) or other relevant professional certifications, preferred.
- Experience in public sector or community-based organizations.

KNOWLEDGE, SKILLS, and ABILITIES (KSA's)

- Strong understanding of fundraising principles, donor lifecycle management, and stewardship best practices.
- Knowledge of Northwest Ohio's not-for-profit and foundation community.
- Excellent written and verbal communication skills with the ability to tailor messaging to diverse audiences.
- Analytical skills to interpret fundraising metrics, identify trends, and inform strategic decisions.
- Ability to lead collaborative projects, meet deadlines, and manage multiple priorities in a fast-paced environment.
- Ability to present a professional demeanor when interacting with donors, board members, and community partners.
- A high level of self-motivation and a flexible approach.
- A positive attitude and the ability to balance compassion and the need to make tough decisions.
- Possess the ability to effectively plan and coordinate, establish and maintain effective working relationships and prioritize workloads based on available resources.
- Possess a high degree of confidentiality to available information.
- Proficient in Microsoft Office Suite, including Word, Excel, Access, Outlook, Teams, and PowerPoint.
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ESSENTIAL DUTIES and RESPONSIBILITIES - Evaluation of this position is based primarily on performance of the following essential functions, which include, but are not limited to:

Leadership:

- Develops, mentors, and leads a team of development professionals focused on increasing philanthropic support to advance the Library's strategic priorities;
- Regularly meets with fundraising staff to ensure goals are being met; provides the Library Director and Foundation President regular updates on fundraising progress;
- Stays apprised of advancements and changes related to fundraising and development profession, including compliance with applicable laws, regulations, or guidelines related to fundraising; leads adaptations to current strategies and practices in accordance with these changes, as necessary;

- Works closely with the Library Director and the Foundation Board in all fundraising endeavors for the Library.
- Provides strategic leadership, training, and guidance to assigned staff. Manages dynamic workload and reassign staff resources as business needs change. Sets performance objectives, monitors, and evaluates outcomes.

Fundraising:

- In concert with the Library Director, plan, design, manage, and successfully execute the Library's annual fundraising plan including oversight and growth of the major gifts program; develops and executes an annual operating plan with accountable monthly and quarterly monetary and activity goals;
- Responsible for achieving annual fundraising goals including but not limited to annual fund, institutional funding, planned giving, special events, sponsorship, and capital campaign goals;
- Advances relationships with existing and prospective major gift donors (six to eight figure) through appropriate stages of qualification, cultivation, solicitation, acquisition and stewardship; responsible for growing the major gift program with a keen focus on unrestricted revenue; designs and implements growth and retention strategies with existing donors and opportunities to forge new donor relationships;
- Ensures all fundraising goals are achieved.

Stewardship:

- Cultivates and manages a portfolio of major donors, securing unrestricted support and aligning donor interests with Library programs, events, and initiatives.
- Implements effective donor communication and stewardship, including timely updates, customized engagement, and the development of compelling publications such as newsletters and annual reports.
- Leverages CRM software and moves management practices to track prospects, document engagement, and advance donor relationships strategically.
- Oversees gift processing, reporting, and internal protocols, ensuring accurate policies and efficient workflows from donor identification through gift collection.
- Work with sponsors and staff to ensure fulfillment of sponsorship benefits and programming requirements outlined in sponsorship agreements.
- Expands long-term philanthropic resources, supporting endowment growth, planned giving efforts, and identifying funding opportunities to advance the Library's strategic plan.

Oversight of Board Operations and Development:

- In concert with the Library Director provide strategic leadership and governance oversight for the Foundation Board of Directors, ensuring alignment with mission, fiduciary compliance, and active board engagement.

- Partner with the Library Director to plan and facilitate board and committee meetings, ensuring adherence to governance best practices, legal requirements, and effective decision-making.
- Strengthen board capacity through recruitment, orientation, ongoing education, and support for continuous governance development.
- Collaborate with the Library Director and Board Chair to shape agendas, prioritize strategic issues, and maintain productive, high-functioning board dynamics.
- Monitor and enhance board performance, implementing evaluation processes and serving as the primary conduit for transparent communication between the board and executive leadership.

General Department Support:

- Approve routine budgeted expenditures.
- May commit the Library to collaborative work with other organizations within pre-established goals.
- Perform other functionally related duties as assigned.