



JOB POSTING FOR FOUNDATION DIRECTOR (12/2018)

**To apply, submit a cover letter and résumé to Hiring Committee, Laramie County Library Foundation, 2200 Pioneer Ave, Cheyenne, WY 82001; [chartmann@lclsonline.org](mailto:chartmann@lclsonline.org). To be considered for an interview in late January 2019, submit by Friday January 18, 2019.**

### **COMMUNITY INFORMATION**

Known for the mix of a western “Live the Legend” attitude and a city with a 21<sup>st</sup> Century spirit, Cheyenne – the capital of Wyoming – is the most-populated city in the nation’s least-populated state. Located in Laramie County (just a 90-minute drive from Denver), the high plains and great mountain ranges provide outdoor recreational opportunities. While the major businesses of Laramie County are government and service/retail trades, historically the Union Pacific Railroad, F. E. Warren Air Force Base, tourism and agriculture have shaped the community. Many new companies and businesses are entering the market, diversifying the economy and making Cheyenne one of the most desirable destinations for companies and corporations, big and small. Microsoft, Greenhouse Data and the National Center for Atmospheric Research Computing facility (NCAR) are recent additions. F.E. Warren Air Force Base has two major projects coming in the next few years that will impact growth in the city – the replacement of hangars for new Black Hawk helicopters and the change to GBDS (Ground Based Deployment System) for nuclear weapons.

Cheyenne is best known by many as the home of the annual Cheyenne Frontier Days rodeo, the largest outdoor rodeo in the world.

### **FOUNDATION INFORMATION**

The Laramie County Library Foundation (LCLF or Foundation), a 501(c) 3 organization, is the fund-raising arm of the Laramie County Library System (LCLS or Library). The purpose of the Foundation is to provide the added support that is the difference between a good library and an excellent library. Funds raised by the Foundation enable the Library to advance beyond the constraints of limited tax dollars. The Foundation is unique in that it is tied more closely to the governmental entity it supports and is much smaller than comparators such as the Laramie County Community College (LCCC) Foundation or Cheyenne Regional Medical Center (CRMC) Foundation.

The Foundation, governed by a Board of Directors, was established in 1982 with the County Commission appointed Library Board also serving as the Foundation Board. A Foundation Board of Directors, separate from the Library Board of Directors, was first formed in 1998. The Foundation Director, along with a part-time Foundation Assistant, are the sole employees of the Foundation. Etapestry is the product used to track donors. Volunteers may be available to assist from the Library pool of 200+ volunteers. The active Foundation Board, which can be 21 strong at full capacity, provide great support, direction and assistance with tasks. One of the Director’s responsibilities is to know and understand Board members and utilize their strengths.

The LCLS Deputy Director of Operations plays a significant role with the Foundation's finance and accounting operations. Some assistance regarding office processes is provided to the Foundation by the Library business office.

Since 2015 the Foundation has contracted with Front Range Source, a consultant out of Boulder Colorado, to assist with several major projects. Under their direction, a feasibility study and a major fundraising campaign was completed. A case statement was created as an internal document to be used as the basis for all documents created for donors. The Foundation is currently working with Front Range Source for fundraising planning which will be completed by early February 2019.

The primary fundraising event of the Foundation is the Booklovers Bash. This is a fall dinner event with a speaker and a silent auction. It has been in existence in one form or another for over 20 years. Under the guidance of the Foundation Director, with help from the Foundation Assistant, an active Board Events Committee does much of the planning and implementation. In the past two years, the Foundation has used Auction and Event Services (AES) for electronic registration, silent auction and live auction bidding and technology support. One of the responsibilities of the Foundation Director is to solicit sponsor tables, which is the heart of the fundraising base for this activity.

An annual appeal is produced in late November or early December each year. Working with the LCLS Executive Director (County Librarian) and the Foundation Board, the Foundation Director determines to what area of the library the appeal letter funds will be designated. In 2017, it was to support the annual Summer Reading Celebration. In 2018, it was to grow the endowment or for the area of most need.

Each year the Foundation Director, with assistance from the Board as appropriate, raises funds for the Summer Reading Celebration final prize for all children who complete the Summer Reading Celebration goals. This prize is a book of their choosing selected by Library experts in children's literature. These funds need to be raised by late April each year to ensure the donors names may be included in the 10,000 reading cards, book marks and other Summer Reading Celebration promotional materials. The promotional materials are created by the Library's Community & Media Relations Unit. Currently the amount being raised is \$35,000 annually.

The Foundation recently completed a major campaign to raise funds for *First Steps: Early Literacy Begins at Home*. Through a mainly silent phase, with direct one-on-one asks, the Foundation raised over \$1 million dollars so that the Library could launch the new program to help families whose toddlers are most at-risk in starting school behind their peers in reading readiness skills.

In 2008 the Wyoming Legislature passed the Public Library Endowment Act which provides for a 2:1 state match for every dollar the Foundation raises while adhering to the requirements of the legislation. The Foundation has raised the total amount possible from this legislation. The Foundation endowment account is more than \$2 million. Using the Investment Policy for these funds, the Foundation has given \$308,146.91 since 2014 to the Library with \$73,605.45 in the FY19 Library budget. Experience in planned giving, specifically to grow the endowment, will be key to the Foundation Director's success.

Some regular stewardship of donors occurs at this point, but the new Foundation Director will be responsible for more fully identifying and creating a process for continued and meaningful stewardship.

### **LIBRARY INFORMATION**

LCLS serves a population of over 98,327 people through a central library in Cheyenne, two rural branches and a bookmobile. The Library has a staff of 60.2 FTE, a \$6.7 million dollar budget, a 103,000 square foot Gold LEED certified central library facility, circulation in excess of 571,733 items annually and a collection in excess of 346,400 volumes.

The Library enjoys stable funding due to support from the people of Laramie County and the Laramie County Commissioners. Library funding does not normally experience significant boom and bust cycles (like those found throughout much of Wyoming), as the major employers are government, service and retail trade. Some recent oil development in Laramie County may impact this.

More than 80% of county residents have library cards. The Laramie County Library in Cheyenne and each branch in Burns, WY and Pine Bluffs, WY have truly become community hubs and the residents respond in kind. The diverse population (which includes vast ranges in age, income and education) sees the library as a true equalizer for our county.

### **POSITION INFORMATION**

The Foundation Director works closely with the LCLF Board of Directors and the County Librarian to enhance the Foundation financially and to promote the Library in the community. The responsibilities of the Foundation Director are outlined in the job description and include advancing the Foundation's mission, developing a vision and plan and meeting fundraising goals.

The individual in this position will have the opportunity to build on well-established guidelines developed over the last two years and guide the foundation as it completes its journey to a highly functioning fundraising entity. The Foundation Director is expected to be knowledgeable about all aspects of fundraising, including but not limited to: annual events, annual appeals, major campaigns, bequests and donor stewardship.

As the Foundation operates within a Library facility and some support is provided by the Library to the Foundation, the Foundation Director will report to the County Librarian in terms of day-to-day operations and to the Foundation Board of Directors. In addition, the person hired will work closely with the Library's Deputy Director of Operations, Library Leadership Team, Library Business Office, and other Library employees.

### **PREFERRED EXPERIENCE/KNOWLEDGE/ABILITIES:**

- Ability to raise significant dollars.
- Entrepreneurial approach to soliciting funds and grants.
- Knowledge of goal development and implementation.
- Ability to establish and maintain community, state and national contacts.
- Ability to develop presentations on behalf of the Foundation.

- Ability to meet deadlines.
- Ability to be organized, prioritize and manage time well.
- Knowledge of marketing strategies and their applications.
- Excellent written and oral communication skills.
- Ability to coordinate diverse functions in a coherent and professional manner.
- Knowledge of budget development and maintenance.
- Ability to conduct research.
- Ability to design, implement and finish projects independently.
- Ability to utilize and support a volunteer board

### **REMUNERATION**

The pay is commensurate with education and experience.

### **BENEFITS**

The Foundation Director and Foundation Assistant, operate under the Policy and Procedure Manual for LCLS.

Employees pay into Social Security. The Employer pays 100% for participation in the Wyoming Retirement System. The rate is currently 17.12% of gross earnings. The Employer also pays 100% of the premium for \$25,000 term life insurance policy for the employee. This position carries holiday pay, vacation leave and sick leave. Vacation leave is accrued based on the number of hours worked, so is not a lump sum, but is earned over time. Employees are eligible to use vacation leave after six months of employment (prior commitments negotiable). For the first two years, employees earn up to four weeks of vacation leave per year. The number of weeks of vacation leave increase with years of service.

Medical insurance (including vision), as well as a separate dental plan, are available at the employee's option. The Employer pays 85% of the cost for the employee's medical and dental insurance premiums and the employee pays the remaining 15%. The Employer pays 35% of spouse and/or family medical and dental premiums and the employee pays the remaining 65%.

A deferred compensation plan, prepaid legal services agreement, vision coverage and other supplemental insurance options are also available at the employee's expense. Employees may join the YMCA without an initiation fee. Employees may join the Cheyenne-Laramie County Employees Federal Credit Union.

*LCLS and LCLF are equal opportunity employers. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS and LCLF are at-will employers. LCLS and LCLF provide a drug-free workplace for its employees in accordance with the requirements of the US Drug-Free Workplace Act of 1988. Hiring is contingent on a post-offer background check.*