



## Job Posting for Foundation Director

**HOURS & SALARY: Full-time, 38 hours per week, Exempt positions with a hiring range of \$67,000 – \$85,000 annually.**

Working at Laramie County Library System is about joining an award-winning organization that sets the bar for service regionally and nationally. The Library Journal 2008 Library of the Year, Laramie County Library System is a hub for engagement, literacy and learning, and lifelong curiosity and discovery. With nearly 385,000 yearly visitors to a 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System champions a knowledgeable and engaged community.

The Laramie County Library Foundation calls upon private support to enhance our Laramie County Library System's leadership and innovation, helping the library address emerging community needs and trends. The Foundation's vision is that every person enjoys a relationship with learning and libraries that lasts a lifetime. The Foundation's goals are accomplished through fundraising, advocacy, and innovative programs.

The Laramie County Library System, along with consultation from the Laramie County Library Foundation, seeks an innovative, experienced and dynamic individual, with demonstrated leadership success in the nonprofit sector, excellent financial development skills, and a love of libraries to serve as its Foundation Director.

The Foundation Director for Laramie County Library System administers all aspects of the Laramie County Library Foundation, a 501(c) (3) organization, in a responsible, efficient and effective manner. The Foundation Director oversees both operational aspects (fundraising, outreach, engagement and execution) as well as strategic and organizational elements (planning, organizational development, and promoting the mission and vision) for the foundation.

The Foundation Director implements programs and policies furthering the mission, vision, and strategic plan of the organization, in collaboration with the Foundation Board of Directors and the County Librarian. The Director has operational authority and responsibility for all LCLF operations:

- Management of fundraising
- Donor stewardship and management
- Administration
- Strategic leadership

### **MINIMUM REQUIREMENTS**

Bachelor's degree from an accredited college or university and two years of experience with professional fundraising; or an equivalent combination of education, training and experience

which provides the requisite knowledge, skills and abilities for this job. Ability to be bonded.

### **PREFERRED QUALIFICATIONS**

Demonstrated leadership and management skills in the nonprofit sector. Demonstrated fundraising success for nonprofit causes, ability to manage a volunteer board of directors, and knowledge of legal, financial and regulatory issues.

### **APPLICATION PROCESS**

Interested applicants are encouraged to apply by completing a *Laramie County Library System Application for Employment* (available at [HTTPS://lclsonline.org/work](https://lclsonline.org/work)) and submitting a cover letter, and resume. **The application deadline is midnight on June 4, 2024.**

### **WORK SCHEDULE**

Work schedule will predominantly be normal business hours (8am-5pm or 9am-6pm or a variation thereof) Monday through Friday but may consist of weekend, and evening hours as well. This position may have the flexibility to work from home 1-2 days per week as part of their normal schedule after the training period.

### **BENEFITS**

- LCLS pays 100% of the employee contributions to the Wyoming Retirement System (WRS). The total rate is currently 18.62% of gross earnings (the employee rate is 9.25% and the employer rate is 9.37% of gross earnings). WRS is a pension plan that will pay lifetime benefits, regardless of the account balance, when age and service requirements are met.
- Employees pay into Social Security.
- LCLS also pays 100% of the premium for \$25,000 term life insurance policy for the employee.
- This position receives paid time off for 13 holidays, vacation and sick leave, and an annual personal day.
- 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 two weeks of vacation leave per year. The number of weeks of vacation leave increase with years of service.
- Medical insurance and a separate dental plan are available at the employee's option. LCLS pays 85% of the cost for the medical and dental insurance premiums and the employee pays the remaining 15%.
- 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 is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides 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.*

**QUESTIONS**

For questions about this position, contact Antonia Gaona, Executive Director/County Librarian at [agaona@lclsonline.org](mailto:agaona@lclsonline.org) or at 307.773.7222.