

**LARAMIE COUNTY LIBRARY FOUNDATION  
JOB DESCRIPTION**

<b>Job Title</b>	<b>FLSA Status</b>
FOUNDATION DIRECTOR	EXEMPT
<b>Division</b>	<b>Pay Range</b>
ADMINISTRATION	40

**JOB SUMMARY**

The Foundation Director (FD) for Laramie County Library System (system) administers all aspects of the Laramie County Library Foundation (foundation), a 501(c) (3) organization, in a responsible, efficient and effective manner. The FD 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. In conjunction with the County Librarian and Foundation Board of Directors, this individual is responsible for raising substantial funds to further the mission of the library system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Management of all fundraising (50%)**

1. Provides leadership and direction for the Foundation Board of Directors and broad policy guidance for the foundation which includes: developing and implementing a comprehensive and coordinated fundraising program; identification, cultivation and solicitation of major donors, while targeting individuals, foundations, corporations and governmental sources. The program encompasses major individual and deferred gifts, bequests, annual giving and other planned giving programs, endowments, special events and grants.
2. Researches, identifies, develops and submits proposals for grants to foundations and other entities. Works with system staff to strengthen and support grant applications and manages reporting and compliance requirements.
3. Develops special events and projects by evaluating the fundraising potential of events. Coordinates event logistics like set-up, volunteers, publicity and promotion. Evaluates effectiveness of event or project.
4. Works independently as a self-starter to accomplish goals that are agreed upon by the County Librarian, FD, the Foundation Board of Directors and the System Board of Directors.

**Donor Stewardship and Management (20%)**

1. Serves as the foundation’s representative in the community and throughout the state.
2. Actively focuses on relationship building through developing partnerships in the community that align with the mission and vision of the foundation and the system. Build better understanding and support for the foundation through networking, outreach and engagement with potential donors and mutually-beneficial organizations.
3. Participates in individual and institutional fundraising activities maintaining contact with significant donors before and after gifts are committed.

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4. Ensures that the donor/contact database is kept up to date and accurate in terms of all appropriate aspects of foundation business including the recording and acknowledging process for all donations submitted to the foundation.

**Administration (15 %)**

1. Administers Foundation Board stewardship and management by scheduling and facilitating meetings, creating agendas, and works with foundation leadership to identify and attract board members who can help carry out fundraising goals.
2. In coordination with the Senior Deputy Director of Operations, develops, administers and controls the expenditures of the foundation budget to ensure the financial stability and growth of the foundation.
3. Keeps up to date to ensure foundation is in compliance with sound financial practices as well as federal and state requirements. Relies on expertise of the Senior Deputy Director of Operations and, when applicable, foundation board members.
4. With input and direction from the Community Media Relations (CMR) Unit, coordinates the design and content of the foundation webpage, brochures, press releases, newsletters, social media posts, documents, etc., based on guidelines of the foundation and system.
5. In conjunction with the foundation’s Investment/ Finance Committee, investment broker, County Librarian, and Senior Deputy Director of Operations, is aware of and makes recommendations concerning investments to the Foundation Board of Directors. Ensures appropriate investment reports and training occurs for the Foundation Board of Directors.

**Strategic Leadership (15%)**

1. Works closely and effectively with the Foundation Board of Directors and County Librarian to establish and execute a comprehensive development plan based on the short and long-range needs of the system.
2. Serves a member of the system’s Leadership Team to assist in providing input for the strategic guidance and oversight of library operations and services.

**MINIMUM QUALIFICATIONS**

- Education: Bachelor’s degree from an accredited college or university.
- Experience: At least 2 years of experience with professional fundraising, grants and sponsorships, special events, donor outreach and engagement, strategic planning and administration or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.
- Ability to be bonded.

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**PREFERRED QUALIFICATIONS**

- Experience: 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.
- Proficiency with a variety of software programs related to Foundation operations including Microsoft Office, Adobe, InDesign, Internet, desk top publishing, donor tracking, etc.
- Ability to analyze complex issues, develop creative and innovative solutions to problems, and to convince others to take a specific course of action
- Ability to work with limited supervision with an aptitude for detailed work and proficiency in prioritizing tasks

**REPORTING RELATIONSHIPS**

Reports to: Executive Director/County Librarian

**PHYSICAL EFFORT AND WORKING ENVIRONMENT**

Work primarily in an office setting. Work may include extended periods of time viewing a computer monitor and operating a keyboard. Requires sufficient manual dexterity that permits the employee to operate a computer, office, and library equipment.

**LATEST REVISED DATE**

**5/2024**