



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

Corporate and Foundation Relations Manager PPLD

(Full-time, Exempt)

Position # 250655001

DATE POSTED: September 6, 2019

LOCATION: 1175 Chapel Hills Dr., Colorado Springs, CO 80920

SALARY RANGE: **\$29.00** per hour + full benefits (for benefits information, please see: <https://ppld.org/jobs/benefits>)

POSITION HOURS: 40 hours per week per the following schedule:
Monday – Friday - between 8 a.m. – 5 p.m.

Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

APPLICATION PROCEDURE:

1. Complete a PPLD online application located at ppld.org/jobs
2. **Resume and cover letter should be submitted in any of the following file types: .doc, .docx, .pdf, .htm**
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, Ext. 6086.

CLOSING DATE: Online application materials must be received by **September 30, 2019 at 9:59 p.m. MDT.**

CONDITIONS OF EMPLOYMENT:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law.

EOE

As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

Corporate and Foundation Relations Manager (cont.)

Position Summary: Reporting to the Pikes Peak Library District's (PPLD) Chief Development Officer & Executive Director of the PPLD Foundation, PPLD's Corporate & Foundation Relations Manager will provide strategic leadership and management of the District's philanthropic relationships with corporations and foundations.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Proactively engage PPLD leadership, directors and library managers, and fundraising colleagues in identifying opportunities for corporate and foundation support that aligns strategic library priorities with potential funders.
- Implement a program that communicates funding opportunities to library leadership and staff that will secure gifts, grants and sponsorships in support of PPLD events, programs and organizational priorities.
- Design, implement and lead a comprehensive fundraising plan focused on researching, identifying, approaching, and enhancing PPLD's relationships with local, regional and national corporations and foundations, as well as planning and executing comprehensive cultivation, solicitation, and stewardship strategies. Maintains a thorough research program to determine the giving patterns of local, regional, and national foundations and corporations.
- Steward relationships with corporations and foundations resulting in contributions, grants, program and event sponsorship, and workplace giving.
- Communicate effectively with members of the library staff to engage their expertise as part of PPLD's fundraising strategy and to meet application and reporting deadlines for funders.
- Work collaboratively across PPLD departments and library locations to assess needs, develop innovative programmatic approaches, and translate these into written proposals of the highest quality to advance the PPLD's mission.
- Prepare and submit highly competitive proposals for new and renewed support to corporations and foundations.
- Maintain a central file of proposals, technical and financial records, and reports and a clearinghouse for proposals and application forms.
- In collaboration with the Development Specialist, manage a comprehensive reporting and stewardship process for corporate and foundation prospects and donors, as well as the Chief Librarian and CEO, Chief Development Officer and other leadership team members.
- Manage a comprehensive grants calendar for submissions to corporations, foundations, and government funders.
- Keep abreast of federal and state legislation, which would have a direct or indirect bearing on the preparation of proposals.
- Assist in the planning and coordination of donor cultivation events and/or programs.
- Work closely with Communications Department to develop and coordinate messaging and materials for marketing, media, and website as appropriate for the District's corporate and foundation campaigns.
- Build strong relationships with companies, foundations, and organizations by attending and enhancing PPLD's presence at networking, civic, and social events.

Corporate and Foundation Relations Manager (cont.)

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Keep informed about Library and department information.
- Attend regular department meetings and All-staff meetings.
- Perform other job-related duties as assigned.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Demonstrated success in soliciting and closing major corporate and foundation gifts; proven track record of writing and submitting successful proposals.
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in the area of corporate and foundation fundraising.
- Excellent presentation, interpersonal and networking skills with large groups as well as with individuals.
- Excellent organizational, project management skills and attention to detail.
- Ability to initiate and build relationships with prospective corporate and foundation donors, and interact via telephone and in person with institutional representatives.
- Experience working with individuals at senior levels of business and industry.
- Effective and persuasive communication skills, both oral and written.
- Raiser's Edge experience or similar donor database experience preferred.
- Previous experience and proven track record with Pikes Peak region and Colorado statewide funders is preferred.

Education and Experience:

1. Bachelor's degree required; at least 4-6 years of relevant work experience can substitute formal education requirements.
2. 3-5 years of demonstrated successful experience in fundraising or related field in a complex organization.
3. Must have prior experience securing significant financial support and motivating others to participate in fund raising activities.

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to occasionally stand for extended periods of time. Position requires the ability to occasionally reach, bend, climb, twist and squat.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.