



# SENIOR DIRECTOR OF DEVELOPMENT & EXECUTIVE DIRECTOR OF FOUNDATION

## Penrose Library

40 hours per week, exempt | Position # 300955001

Open to all qualified current staff and external applicants.

**Date Posted:** July 10, 2024

**Location:** 20 N Cascade Ave., Colorado Springs, CO 80903

**Starting Wage:** \$45.70 per hour - \$60.64 per hour+ full benefits  
(for benefits information, please see [ppld.org/careers/benefits](http://ppld.org/careers/benefits))

**Position Hours:** 40 hours per week per the following schedule:

Monday - Friday : 8 a.m. - 5 p.m.  
Evenings and weekends as required.

*Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, 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](http://ppld.org/Jobs) at the Application Tab. If It is an internal only job posting, please log In to ESS to fill the application.
2. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. Requires resume and cover letter. Applications will not be considered without a resume and cover letter.
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531 - 6333, ext. 6380 or send an email to [sgollapalli@ppld.org](mailto:sgollapalli@ppld.org)

**Closing Date:** This position is open until July 29, 2024, at 9:59 p.m. MDT.

**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, 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.

## **SENIOR DIRECTOR OF DEVELOPMENT & EXECUTIVE DIRECTOR OF FOUNDATION (contd.)**

### **Position Summary**

Under limited supervision, supports the Library's mission through identification and establishment of strong donor and potential donor relationships in order to build resources that will support capital, program, service and materials needs. Serves as Chief Executive Officer for the Pikes Peak Library District Foundation and the primary liaison between the Library and the Friends of the Library. Implements complex and creative development programs that identify, prioritize, and achieve fundraising objectives.

### **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.*

- Develops, directs, and coordinates district-wide development and fundraising efforts.
- Develops and implements a comprehensive program incorporating foundation/agency development, major gifts, planned giving, corporate sponsorships, special events, annual fund campaigns, and other online and in-person solicitation projects in support of priority funding needs.
- Coordinates the communications between the Chief Executive Officer and the Foundation Board of Directors, Friends of the Library staff, and volunteers including the Pikes Peak Library District Board of Trustees.
- Guides and supports the activities and vision of the Foundation, Friends of the Library, and the Library to accomplish strategic objectives and operational goals.
- Coordinates and writes proposals to government agencies, foundations, corporations, support groups, and individuals.
- Recruits and trains volunteers who will make personal solicitations of high-level donors.
- Creates a timeline for solicitations that includes mailings, personal visits, grants deadlines, events, and other projects.
- Identifies, researches, and engages prospective donors at all levels to support Library District goals.
- Manages the donor/prospect database to maintain accurate records; develops print and email mailing lists; coordinates a variety of mailings using print and online communications.
- Works with staff to identify, develop and coordinate grant opportunities. With appropriate staff, performs research, identifies desired outcomes and measurements; drafts proposals and ensures completed documents are submitted within defined timeframes.
- Acknowledges gifts in a timely fashion; oversees donor recognition; maintains contact with donors and prospective donors.
- Works closely with the Community Engagement and Outreach staff to coordinate development efforts and public relations plans.
- Manages department staff personnel actions and hires, counsels and coaches staff for improved performance, and trains and evaluates staff.
- Serves as a role model for staff; maintains a courteous, positive image of the library.
- Determines, recommends, and maintains annual department budget.
- Serves on the Leadership Team and other teams as directed; coordinates and implements recommendations of development consultants.

## **SENIOR DIRECTOR OF DEVELOPMENT & EXECUTIVE DIRECTOR OF FOUNDATION (contd.)**

### **Additional Duties and Responsibilities**

*Duties are considered non-essential and include the following:*

- Keeps informed about Library and department information.
- Participates in special projects as assigned.
- Encourages professional development of department staff through participation in professional organizations.
- Represents the Library District to community agencies and professional library organizations; speaks to interested groups as requested.
- Serves on local, state, and national committees; takes an active role in development and/or library professional organizations.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

### **Required Knowledge, Skills, and Abilities**

*The employee is expected to perform or possess the following:*

- Expert knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Demonstrates knowledge of Pikes Peak Library District, Foundation, and Friends of the Library policies and procedures and budget monitoring and evaluation.
- Demonstrates understanding of the Pike's Peak Region's cultural, educational, funding, and political environment.
- Ability to create engaging and popular special events, including entertainment and/or speakers, menus, and appealing & attractive visual environments.
- Ability to supervise, plan, and coordinate the work of staff in order to accomplish library goals and objectives.
- Demonstrates excellent public speaking and presentation skills.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the department, the Foundation, Friends of the Library, with staff at all levels, members of the Board of Trustees, community partners and the public at large.
- Ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook, along with standard office equipment.
- Ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.
- Ability to get along with co-workers and supervisors.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

### **Education and Experience:**

1. Requires a Bachelor's degree in business administration or nonprofit management. Master's degree or applicable certification is preferred.

**SENIOR DIRECTOR OF DEVELOPMENT & EXECUTIVE DIRECTOR OF  
FOUNDATION (contd.)**

2. Requires a minimum of eight years of increasingly responsible experience and a successful development track record in business, nonprofit, library or government organizations. At least three years of staff supervision experience is preferred.
3. CFRE certification is preferred.
4. Bilingual ability is a plus in serving a diverse community.

**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 lift up to 30 pounds.

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.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

**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.
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