



**North Pocono Public Library**  
**1315 Church Street**  
**Moscow, PA 18444**  
**570-842-4700**

<http://lclshome.org/b/north-pocono-public-library/>

**Position: Development Director**  
**Reports to: Library Director**

**Position Summary:**

Reporting to and in partnership with the Library Director, the Development Director (DD) will spearhead both annual and capital development efforts as the North Pocono Public Library continues to grow. A new position in the organization, the Development Director will have the opportunity to build the development function. The successful candidate will have proven success in fundraising, community engagement, goal-setting and achievement.

**Essential Responsibilities:**

- Work in partnership with the Library Director and the Board of Trustees to develop, meet, and evaluate financial goals, both annual operating and capital.
- Recruit, orient, and work with a fundraising committee that includes board members and members of the community at large.
- Develop and execute fundraising plans to meet all capital needs.
- Develop and execute the library's annual fundraising campaign.
- Develop and execute a strategy for increasing the base of annual and capital donors.
- Work with the Board of Trustees to identify, cultivate, solicit, and steward major donors and prospects, including individuals, foundations, and corporations.
- Develop and maintain communications with donors, foundations, corporations, municipalities, and community-benefit organizations.
- Collaborate with staff, board, and Friends group on the management and planning of fundraising events and donor receptions.
- Evaluate current donor management software in use and other available options for cost and usability; make recommendations to the Library Director, and implement transition if other than current software is purchased.
- Oversee staff responsible for donor data entry, assure prompt gift acknowledgements and accurate processing.
- Stay informed of state grant cycles and prioritize those that would be appropriate for the North Pocono Public Library.
- Prepare grant proposals for state agencies, foundations, corporations, and other organizations .
- Work with the Library Director to maintain financial records and reports for grants received.

- Revisit this job description and essential responsibilities annually as the development program evolves and matures.

**Knowledge, Skills, and Abilities:**

- Ability to establish and maintain effective working relationships with board members, staff, donors, and the general public.
- Ability to set and prioritize goals in an environment of limited resources and competing needs.
- Ability to exercise initiative and independent judgment.
- Ability to prepare communications both written and verbal and to present ideas effectively.
- Knowledge of computers, the internet, office software, and donor management software. Knowledge of the principles and roles of public libraries is helpful but not required.

**Qualifications:**

- BA required
- Five-plus years' experience in development
- Demonstrated excellence in organizational, managerial, and communication skills

**Schedule and benefits**

Full-time position, 35 hours/wk, likely to require some evenings and Saturdays.

Salary range: \$55,000-\$60,000. Full benefits package included.