



## **Broward Public Library Foundation – Director of Philanthropy**

Broward Public Library Foundation (or the Foundation) in Fort Lauderdale, Florida, is seeking a director of philanthropy to raise the funds necessary to provide private philanthropic support for the dynamic Broward County Library system. The Foundation desires to increase its capacity to help the library system continue to grow, change and thrive to best serve the community through building its philanthropic revenue.

The Foundation board of directors is composed of enthusiastic volunteer leaders who are passionate about the missions of both the library system and the Foundation. The board is committed to fundraising and will, along with the Foundation's executive director and the Broward County Libraries director, be outstanding partners to the new director of philanthropy. They are more than ready to move beyond special events, to connect more meaningfully with individuals and businesses in order to help them achieve their philanthropic goals through partnering with the Foundation and its inspiring work.

Dorothy Klein, the Foundation's long-time executive director (ED), is a well-known and highly respected community leader. She is engaged in all aspects of fundraising, including asking for gifts when appropriate. She is very adept at donor stewardship and has formed close relationships with select major donors over the years. Kelvin Watson, Broward County Libraries Director is an involved visionary, who also is willing to meet with donors. These factors will make the job of the successful candidate easier.

This is an exciting time for libraries and their communities. The role of public libraries has changed from a recreational reading and research center to an active, vital community center, addressing such pressing everyday issues as literacy, workforce training, small business resources and quality of life.

Broward County Library, the tenth largest library system in the country, was named Florida's Library of the Year for 2015. Its mission is to provide convenient access to a full range of innovative and cost-effective services that satisfy the changing needs of Broward County residents for information, education and recreation. Since it began in 1974, the Broward County Library system has grown from two city libraries with a \$1.3 million operating budget to 38 libraries with a \$60.5 million budget. More than one million people – almost 60 percent of Broward County's population – have library cards.

Founded in 1982, the Broward Public Library Foundation is the spark that ignites private funding and endowments to enhance the Broward County Library System. Since its inception, the Foundation has provided more than \$20 million for endowment and program services at 38 branch libraries countywide.

Now more than ever, the Foundation is needed to fill the gap between funding from county taxes and the cost of essential library programs such as the Summer Learning Program, SAT/ACT

classes for high school students, computer classes and two major annual children's festivals. Today, the Foundation has more than 850 members, contributing at levels ranging from \$35 to \$1,000+. The Foundation's major fundraising event of the year is Literary Feast, which each spring brings about 15 nationally known authors to Broward County to meet with library donors and high school students in events that celebrate the written word.

**GENERAL PURPOSE OF THE POSITION:**

The director of philanthropy will report to the ED. He/she will be responsible for managing all aspects of the annual fund development program, including analysis, planning, execution, evaluation, donor stewardship, special events, membership, donor communications, and building corporate and private foundation partnerships. He/she will especially be involved in the planning and execution of the Foundation's signature event, Literary Feast, focusing on corporate sponsorships and the silent auction.

The proportionate duties of this position will break down approximately as follows:

40% Literary Feast and other corporate and foundation partnerships

25% donor stewardship

20% networking, especially year one in the position

10% major gifts

5% coaching board directors and other volunteers for successful relationship-building and one-on-one asking

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Thoroughly familiarize him/herself with the programs of the Broward County Library system as well as of the Broward Public Library Foundation
2. Play a significant role in the planning and execution of the Foundation's signature event, Literary Feast, as required, especially with regard to corporate sponsorships and the silent auction
3. Establish an ongoing, meaningful relationship with all board directors individually
4. Create and manage a comprehensive fund development plan that reflects the vision and strategic goals of the Foundation, and includes activities for donor acquisition and retention
5. Work closely with corporations and foundations to deepen existing relationships and to grow and build new long-term partnerships
6. Provide coaching as needed to the ED and those board directors who will be involved in soliciting one-on-one gifts
7. Actively network throughout Broward County in order to form and strengthen the personal and professional relationships needed to enable fundraising success
8. Set and achieve realistic goals for such things as networking, sponsorships obtained/extended, total amount raised, improving donor communications, etc.
9. Make recommendations regarding revitalizing the Foundation's legacy society to recognize planned gift donors and to market the program to prospects
10. Serve as an effective speaker/presenter for the Foundation as appropriate
11. Play a role in professional organizations, as appropriate.
12. Maintain a working knowledge of proven practices, significant developments and trends in philanthropy, nationally and in the Southeast Florida region, adapting fundraising strategies as appropriate
13. Reach out to younger members of Broward County
14. Undertake other projects and duties as assigned by the ED

## **DESIRED MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE:**

1. Bachelor's degree (minimum) and specialized training in fundraising practices
2. General fund development experience at progressively responsible levels as evidenced by a portfolio of samples and documentation of accomplishments
3. Proven track record of personally stewarding relationships with foundations and corporations
4. Experience with engaging and stewarding younger donors

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of the changing world of libraries and a passion for libraries and literacy
2. Knowledge of proven practices in fundraising
3. Superior problem-solving, analytical and planning abilities
4. Outgoing with effective networking and relationship-building skills
5. Comfortable working in a small shop – able to work well independently and as part of a team
6. Knowledge of how to maintain a productive and mutually-beneficial relationship with individuals, businesses and his/her own team
7. Business acumen and fiscal knowledge
8. Is good at “connecting the dots”
9. Computer literate and familiar with fundraising databases (the Foundation uses Raiser's Edge)
10. Familiar with wealth screening and other prospect research tools
11. Culturally sensitive
12. Self-directed
13. Strong writing skills resulting in persuasive, compelling, and grammatically correct communications
14. Strong presentation and interpersonal skills, including the ability to listen, empathize and influence
15. Well-organized yet flexible, with the ability to manage competing priorities, execute plans and pay attention to detail
16. Ability to succeed under pressure
17. Has a valid driver's license

### **SUPERVISION EXERCISED:**

The director of philanthropy will not have direct supervisory responsibilities over Foundation staff, all of whom, given that the Foundation's purpose is to raise funds, report to the ED. However, he/she will be expected to work closely with the database manager, ensuring donor information is entered and needed reports are generated accurately and on a timely basis.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position will require local and perhaps some non-local travel. While performing the duties of this job, the employee is frequently required to sit, stand, talk, hear, drive, use a computer and be present where alcohol may be served.

**WORK ENVIRONMENT:**

The Library Foundation is located on the 8th floor of the Main Library, 100 S. Andrews Ave. in downtown Fort Lauderdale. The 8th floor is the administrative floor, and includes meeting rooms and an employee lounge. The Library includes the Creation Station Business for emerging entrepreneurs, with 3D printers and other technology, an art gallery space, a Moon Rock exhibit, the Bienes Museum of the Modern Book and its rare book collection, and teen spaces for new media initiatives. The Foundation office has separate offices for the executive director; director of philanthropy; and events and marketing manager; as well as a cubicle for the development associate and database manager. The Main Library is within walking distance to Las Olas Boulevard, the Himmarshee Village area and the NSU Art Museum. A Fort Lauderdale city parking garage is adjacent to the Main Library.

**SALARY:**

The salary is competitive and dependent upon a documented track record.

**EMPLOYMENT DISCLAIMER:** This job description is not a contract. Management reserves the right to change its contents at any time. The Broward Public Library Foundation complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as veteran. The Foundation is an Equal Opportunity Employer.

CoreStrategies for Nonprofits, Inc. is handling the search. All résumés or questions should be directed to Terrie Temkin at [TerrieTemkin@CoreStrategies4Nonprofits.com](mailto:TerrieTemkin@CoreStrategies4Nonprofits.com) and Gail Meltzer at [GailMeltzer@CoreStrategies4Nonprofits.com](mailto:GailMeltzer@CoreStrategies4Nonprofits.com).

**About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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