

# Planning and Fund Development Director

JOB TITLE: Planning and Fund Development Director

FLSA STATUS: Exempt

GRADE: 46

DEPARTMENT: Administration

APPROVED DATE: 12/2010

REVISED DATE: 11/2019, 03/2022, 04/2023

## Job Summary

As a member of the Library District's Leadership Team, this position guides the direction of private and public grants and funding, leads and coordinates the Board and Administrative policy work plan, and provides direct leadership for the District's capital campaign to ensure the long-term efficiency, quality, and effectiveness of service to our diverse customers of the Library District. Works closely with the Executive Director in the administration and operations of the Library District. This position works with the Sno-Isle Libraries Foundation Board and oversees the work of the Foundation Executive Director.

## We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

## 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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

1. Align behavior with the library's mission, values, and strategic focus in serving a diverse stakeholder community.

2. Lead and manage the development and implementation of public and private grants and funding that embed the principles of equity and inclusion and support the District's mission, vision, values, and goals.
3. Oversee the Sno-Isle Libraries Foundation including management of the Executive Director, information and direction for the Foundation Board to increase their connection to the District vision / mission / values / goals, and coordination between Library leadership and the Foundation.
4. Lead and coordinate the Board and Administrative policy plan with the Executive Director. Set the annual calendar, identify stakeholders, and work with the Board of Trustees Committees to review Board policies.
5. Coordinate the development of customer/community information gathering in tandem with a data strategy to ensure a collaborative, respectful, inclusive, and effective approach is implemented.
6. Participate as a member of the Library District's Leadership team by providing broad thinking as it pertains to library service and operation.
7. Engage in strategic community partnerships to enhance and strengthen the position of the Library throughout the District.
8. Provide effective direction to assigned staff to assure library services for the District and its customers are of high quality, accessible, inclusive, and equitable.
9. Participate in the development of the annual budget; monitor departmental expenditures to maintain fiscal integrity.
10. Oversee the management of appropriate consultants, vendors, and grants.

### **Additional Duties and Responsibilities**

1. May act in the absence of the Executive Director.
2. Assist with special initiatives as required.
3. Attend meetings, trainings, and workshops to support ongoing learning and development.
4. Train new staff as needed.
5. Perform other duties as assigned.

### **Supervision**

The position reports to the Executive Director. Reporting to the position are the Foundation Executive Director and an Administrative Specialist.

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

1. Thorough knowledge of trends and practices in public library operations and administration.
2. Thorough knowledge of public library services and programs.
3. Knowledge of funding and grants best practices.
4. Knowledge of personnel principles, policies, and procedures.
5. Knowledge and demonstrated commitment to the application of the principles of equity, diversity, and inclusion.
6. Actively promote the principles of equity, diversity, and inclusion in the workplace and in the community.
7. Ability to analyze options and prioritize resource allocation based on Sno-Isle's mission, vision, values, and goals.
8. Ability to manage fiscal resources and monitor budget usage.
9. Ability to make timely, informed decisions.
10. Ability to foster a learning organization through excellent facilitation and team-building skills.
11. Ability to deliver presentations to a variety of diverse audiences.
12. Ability to remain flexible and be comfortable working in a dynamic environment that may involve ambiguity and politically sensitive issues.
13. Ability to direct the work of others in a manner that enhances their performance and assures quality service.
14. Ability to communicate articulately both verbally and in writing.
15. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
16. Ability to handle and resolve disruptive behavior effectively.
17. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.
18. Ability to obtain a Washington State Librarian certificate within 60 days of hire.

19. Ability to provide a valid driver's license from the State of Washington or make independent arrangements for travel within the district.

## **Education and Experience**

*Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:*

1. One of the following is required:
  - a. Master's degree in library science from an American Library Association (ALA) accredited university and five years of related experience.
  - b. Master's or Bachelor's degree in a Public Administration or related field with five years of experience.
2. Two years of supervisory or management experience required.
3. Experience in management within a multi-branch library system is highly desirable.

## **Physical and Environmental Conditions**

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

Activities sometimes occur outside the regular business day including evenings and weekends and require travel to branches and other locations within the Library District's two-county service areas to meet with public groups and library staff. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.