

CITY OF CHATTANOOGA
Classification Specification Title: Director Library Development

Department: Public Library

Pay Grade: GS.14

Supervision Received From: Executive Director Library

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 12/16/19

**Revision Dates: 4/2/25;
10/20/23; 1/11/2023**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for creating and implementing a strategic direction for philanthropic growth for the Library, and providing leadership with current and potential strategic community partners. Will be directly responsible for fundraising activity execution.

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Delivers consistently excellent customer service while articulating the Library mission to be the community's catalyst for lifelong learning to a wide range of audiences, and ensures the impact of the Library communicated in a compelling message to engage potential donors.

Displays professional acumen by being knowledgeable about current professional level funding development practices and applying this expertise in the execution of job duties to ensure total compliance.

Proposes, develops, implements, administers and evaluates a practically unlimited range of fundraising activities, donor cultivation events, and major gift programs to continually identify and cultivate new prospective major donors.

Develops a strategy to expand corporate support and provide leadership, planning, financial goal tracking and communication to meet or exceed fundraising goals.

Solicits prospects for donation, sponsorships, grants and underwriting.

Writes grant applications, proposals and solicitations; completes final reports for grantors.

Tracks donor levels, oversees recognition, and writes gift acknowledgement statements. Continually Self-educates on tax laws and other technical aspects of estate planning; develops and manages strategy to increase planned gifts; identifies prospects for further engagement for securing planned gifts.

Proposes policies and procedures to ensure data integrity, database management, pledge billings, and timely acknowledgement of donor gifts.

Regarding projects and activities made possible by raised funds: will develop, administer, and prepare budget, monthly and quarterly contributed income reports, projections, analysis, reconciliations, and other necessary documents.

Writes support narratives for budgets and monitors performance against budget.

Trains and leads Library management, staff, and volunteers – when appropriate, in the execution of fundraising activities.

Prepares and compiles a variety of statistics in the assigned area of responsibility.

Understands performance metrics and makes efforts to improve them.

Participates in a variety of meetings, committees and/or other related groups in order to receive and convey information.

Travels to various locations to execute job duties. Listens to feedback and takes constructive action. Gives basic direction and feedback to other Library employees.

Prioritizes patrons and tasks with attention to detail. Communicates effectively at all levels.

Consider the impact of actions on individuals, teams and the organization.

Actively participates in the Library Safety Program.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Economics, Business, Public Administration, Public Relations,

Communications or a discipline likely to convey pertinent knowledge and six (6) years of experience with applied fundraising involving major gifts, planned giving, prospect research, and in securing significant financial support. A Master's Degree in a related field is preferred.

LICENSING AND CERTIFICATIONS: A valid Driver's License. Certified FundRaising Executive (CFRE) Certification is preferred.

SUPPLEMENTAL INFORMATION:

KNOWLEDGE & SKILLS:

Knowledge of methods and techniques, laws, rules, and regulations of fund-raising; budgeting principles; recordkeeping practices and principles; procedures and requirements for state and federal grants, federal grants registration, allowable costs, and grant reporting; mathematical calculation, precisely computer based software; knowledge of federal, state, and local government operations; community demographics; customer service principles; and, applicable Federal, State, and Local laws, codes, regulations, policies, rules, and regulations.

Skill in establishing relationships; persuasive communication; writing and organizing information clearly; critical thinking for problem solving; time management; maintaining records; interpreting data; exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations; preparing and maintaining records and reports; providing customer service; interpreting and explaining policies and procedures; and, communication and interpersonal skills as applied to interaction with partners, coworkers and the general public. Ability and willingness to travel extensively.

PHYSICAL DEMANDS: Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.