

DIRECTOR OF DEVELOPMENT & MEMBERSHIP

The Charleston Library Society is looking to recruit a dynamic, experienced, and results-driven Director of Development to play a key role in developing long-term contributed income. It is critical for the person in this role to understand the unique aspects of membership and fundraising within a non-profit arts organization. The Charleston Library Society is a member-based organization focused on orchestrating lectures, performances and other cultural and intellectual activities for its paying patrons and donor base.

Reporting to the Executive Director, the person in this role is the lead expert on contributed fund strategy and procurement for the organization. He/she will develop, implement and oversee all activities related to fundraising through membership cultivation, major gift benefactors, corporate memberships/partnerships and special events. Areas of focus include (but are not limited to) member and donor database management, internal donor gift processing and follow-up, special events planning and execution, entertaining and executing an exemplary experience for the organizations' supporters.

STRATEGIC DEVELOPMENT

- Identifies, cultivates, and solicits philanthropic support by developing and maintaining relationships with individuals, corporations, foundations, and government entities.
- Responsible for developing and implementing the organization's fundraising priorities; develops fundraising strategies and methods or activities to ensure proper stewardship of donors.
- Responsible for a portfolio of Principal Gifts and Major Gift prospects
- Oversees the development and implementation of the organization's membership programs and special events
- Oversees strategies and methods to ensure proper member experience related to giving and member involvement
- Responsible for the preparation of annual departmental, fundraising, and earned revenue budgets, program projects, strategic planning, and goal evaluation.
- Responsible for strategically guiding all fundraising activities, membership, special events, annual giving, planned giving, legacy giving and capital campaign.

DATA MANAGEMENT & FACILITATION

- Create and/or update donor databases, prepare materials for member and donor outreach.
- Develop strategies to encourage new or increased contributions.
- Conduct research to identify the goals, net worth, charitable donation history, or other data related to potential donors, potential investors, or general donor markets.
- Develop and maintain member, board and major donor contact lists.
- Develop relationships with the organizations patrons and nurture them over time.
- Communicate with people outside the organization such as members, community representatives, speakers, vendors or other external sources.

- Use computers and computer systems (including hardware and software) to create communications, set up donor forms, enter data, or process information.
- Perform day-to-day administrative tasks such as maintaining information files and processing paperwork.

GIFT & GRANT MANAGEMENT

- Process any and all payments to the organization whether cash or donations or sponsorships from individual, business, or government donors.
- Oversee execution of annual giving campaign and/or other fundraising initiatives.
- Secure, track and follow-up on commitments of participation or donation from individuals or corporate donors.
- Write and send letters of thanks to donors and members.
- Support in the research and development of materials to submit for granting or funding from other organizations.
- Coordinate Web-based fundraising functionality for efficient donations processing
- Developing specific goals and plans to prioritize, organize, and accomplish your work.

COMMUNICATIONS & SPECIAL EVENTS

- Identify and build relationships with members, the community and media.
- Assist with all outreach and marketing as the primary tool for member and donor cultivation and appreciation of the organization.
- Organize and coordinate special events for membership and fundraising, such as member drives, galas, member appreciation events or other organization sponsored event with the purpose of financial or member growth.
- Develop fundraising activity plans that maximize participation or contributions and minimize costs.

QUALIFICATIONS

- Minimum 10 years experience in development work, preferably with a respected and high-touch cultural institution or museum (ideally min 5 years of leadership experience)
- Demonstrated ability to take initiative and be a self-starter with a can-do, positive and contagiously enthusiastic attitude
- A proven track record of strategically planning and securing contributions at all levels
- Knowledge of and experience in organizational effectiveness and operations management implementing best practices
- Flexible as to working hours; evenings and/or weekends are frequently required
- Commitment to high professional ethical standards and a diverse workplace
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and a collaborative management style both in person and by phone, with high professionalism
- Knowledge of E-Tapestry preferred
- Knowledge of tax and other compliance implications of non-profit status
- Marketing and presentation skills
- Ability to maintain high level of confidentiality.

To apply, please send resume and cover letter to Rachael Yon
ryon@charlestonlibrarysociety.org