

## 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. The person in this role must 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.

### STRATEGIC DEVELOPMENT

Identifies, cultivates, and solicits philanthropic support by developing and maintaining relationships with individuals, corporations, and foundations:

- Responsible for developing and implementing the organization's fundraising strategy and priorities
- Responsible for a portfolio of Principal Gifts and Major Gift prospects
- Responsible for the preparation of annual departmental, fundraising, and earned revenue budgets, program projects, strategic planning, and goal evaluation.
- Management and oversight of membership and donor databases
- Develop relationships with the organization's patrons and nurture them over time

### GIFT AND GRANT MANAGEMENT

- Perform day-to-day administrative tasks such as maintaining information files, processing paperwork, and ensuring timely and accurate communications about gifts
- 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.
- Organize and coordinate with special events team for membership and fundraising offerings
- Develop fundraising activity plans that maximize participation or contributions and minimize costs.

## QUALIFICATIONS

- Demonstrated experience and success in fundraising and development positions, preferably with a respected and high-touch cultural institution or museum (ideally min 3-5 years of leadership experience)
- A proven track record of strategically planning and securing contributions at all levels
- Flexible as to working hours; evenings and/or weekends are frequently required
- 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 tax and other compliance implications of non-profit status
- Ability to maintain a high level of confidentiality
- Demonstrated ability to take initiative and be a self-starter with a can-do, positive, and contagiously enthusiastic attitude

To apply, please send a resume and cover letter to Rachael Yon  
[ryon@charlestonlibrarysociety.org](mailto:ryon@charlestonlibrarysociety.org)