

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Development Specialist - Foundation**

Dept.: **Foundation**

Job Code Number: **10466**

Reports to: **Executive Director**

Grade Number: **14, Non-represented**

Effective Date: **July 2001**

FLSA Status: **Non-Exempt**

General Position Summary:

Assists in the day-to-day operations and administration of the KCLS Foundation including finances, accounting, and donor databases. Coordinates special events and the production of fundraising materials. Writes communications materials soliciting corporate sponsorships, and responds to inquiries from the public. Represents the Foundation to internal and external audiences such as KCLS staff and board members, donors, library patrons, authors and business and community leaders.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Develops and maintains financial records and reports in areas such as donations, sponsorships, bills, deposits, report reconciliations, tax returns and legal compliance reports.
2. Fundraising duties include developing and maintaining sponsorships, donations and in-kind donations.
 1. Communications activities include direct mail, signs, invitations, news releases, newsletters, collateral materials, production of materials, project management and vendor relations.
 2. Coordinates special events with vendors, volunteers, project management and internal relations staff, authors and sponsors.
 3. Communicates with external parties including board members, donors, library patrons, grant applicants, authors, sponsors and business and community leaders.
 4. Manages the foundation office in all areas i.e.: procedures, training manuals, supplies inventory, internal relations and administrative support.
 5. Recruit, interview, train, and evaluate assigned clerical positions.

Secondary Duties:

1. Maintains a clearinghouse of files on local authors.

2. Other related duties as assigned.

Communication:

Contacts are normally made with KCLS employees, customers and vendors. Contacts are frequently made by a third party, regularly made on the incumbent's own initiative and occasionally made at the supervisor's request. The position has a requirement to interact with customers frequently such as board members, donors, and others who desire to be involved with the KCLS Foundation. Communications regularly contain confidential/sensitive information necessitating discretion.

Initiative:

The position develops practices and procedures for a department or facility and is responsible for solving problems with their own workflow and processes. The job involves a high degree of complexity and some design of new programs/services or concepts is required. The incumbent operates independently with minimal supervision and there are frequent new and varied work situations. Decisions are made within general organizational policy constraints/guidelines in developing procedures so that the Foundation works efficiently and is in legal compliance with laws and regulations.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. Refined planning and goal setting is required and the incumbent plans as part of a group activity. Some strategic planning at the facility/department level is required. Decisions made by this position have a broad/far reaching impact. The work is occasionally monitored or checked by others, such as the supervisor or KCLS Foundation board members. An error would seriously jeopardize the Foundation's legal compliance and credibility. Prompt and timely processing of financial transactions is very important in order to maintain a high level of trust in the community, with board members and with donors.

Leadership:

The position is responsible for mentoring as a unit lead and takes a leadership role in modeling and promoting organizational values across the organization and as a representative of the organization in the community.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in communications, public relations, finance, public administration or related and relevant field.

- Two to four years experience in fundraising, public relations and communications, and one to two years experience in accounting including use of financial software. Some supervisory experience preferred.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of fundraising techniques, programs and materials.
- Thorough knowledge of donors, potential donors and leaders and organizations in the community who may be supporters of the KCLS Foundation.
- Extensive knowledge of accounting, budgeting and financial reporting systems, including software programs, in support of the KCLS Foundation.
- Extensive knowledge of KCLS Foundation board members, their rationale for accepting board membership and their unique contribution potential.
- Considerable knowledge of laws and regulations that impact the KCLS Foundation programs and materials.
- Working knowledge of KCLS programs and services offered to the public for inclusion in fundraising materials.

Ability to:

- Effectively communicate with a broad range of individuals, community leaders and organizations regarding the needs of the KCLS and persuade them to (1) maintain their current level of participation, (2) increase it or (3) if they are not contributors, to become contributors to the KCLS Foundation.
- Develop materials and displays that highlight the areas of potential donor support and increase community awareness of the KCLS and the services and programs offered.
- Develop and maintain accurate and detailed financial and accounting reports and other documents in support of the Foundation.
- Manage many projects and programs at once and adapt to changing Foundation needs.
- Clearly and succinctly communicate ideas both verbally and in writing.
- Demonstrate a positive, enthusiastic and creditable approach to the public regarding the programs and services available through the KCLS.

Skill in:

- Managing, designing and maintaining the programs and materials supporting the KCLS Foundation
- Developing and maintaining highly confidential and sensitive financial and donor records.
- The use of computer software and hardware.
- Listening to, understanding and interpreting information received from employees, board members and others in the community that may be useful in strengthening or developing material and/or approaches applicable to the KCLS Foundation.
- Thinking creatively and out-of-the-box in developing programs in support of the Foundation.

- Developing and training staff members.

SPECIAL REQUIREMENTS

Valid Washington driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 40 pounds in delivering material to and from meetings and special events. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work involved in this position requires evening/early AM meetings, extensive close work (eye strain), extensive PC monitor work and the setting up/taking down of materials transported in support of meetings and special events.

Advancement Possibilities:

Communications Specialist

Public Relations Specialist

Executive director, KCLS Foundation

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Final: 7/31/01