

**Position Title:** Senior Director of Development  
**Reports To:** Executive Director & CEO

Friends of the Hennepin County Library seeks a **Senior Director of Development**. The ideal candidate is passionate about libraries, nurturing long-term relationships and inspiring action in charitably minded community leaders.

**Primary Objective of the Position:**

The Senior Director of Development (SDD) works closely with the Executive Director (CEO) to plan, strategize, and execute FHCL's strategic plan and long-term vision. (S)he collaborates with senior staff and board leadership to achieve annual fundraising goals. Specifically, (s)he oversees individual membership, sponsorship, mid-level donors, and planned giving programs. The SDD actively works to inspire an industry-leading culture of philanthropy, offering exceptional donor-centric care and communications. (S)he serves as day-to-day leader for development staff and primary liaison to the Development Advisor of the Board of Directors.

Specific duties include:

**Fundraising Program Leadership**

- Establishes annual goals and strategies to achieve goals for individual membership, sponsorship, mid-level donors, planned giving and tribute programs.
- Manages and executes the annual mid-level and direct mail acquisition campaigns with support from the Development Manager and Development Operations Manager.
- Maintains thorough metrics on key performance indicators and regularly reports on results.
- Directs major and planned giving programs while managing a portfolio of 30+ individuals.
- Facilitates active relationships with assigned prospects while communicating Hennepin County Library funding needs in a compelling manner.

**Marketing, Communications and Events**

- Collaborates closely with the MarComm Director and the CEO on development-related communication strategies and multi-channel campaigns.
- Along with the CEO and MarComm Director, responsible for consistent and compelling messaging that aligns with FHCL brand guidelines and strategy across communication channels.
- Supports the planning and execution of development related events, including Library Leaders Luncheon and other stewardship initiatives. Supports the development of future events and engagement strategies in line with organizational priorities.

**Budgeting, Strategy and Systems Development**

- In close collaboration with the CEO, recommends and implements short- and long-term strategic goals and operational plans that align with overall direction and vision for FHCL.
- Works in partnership with CEO and Board of Directors to create annual organizational and development program budgets while maintaining appropriate donor acceptance and privacy policies.
- Oversees key development systems ensuring efficiency and scalability across the organization including data fidelity, user experience, donor privacy and security.

## **Staff Recruitment, Supervision and Management**

- Serves as day-to-day leader for non-director level development staff and provides direct supervision for the Donor Relations Officer, Development Manager, and the Development Operations Manager.
- With the CEO, designs and implements strategies for building a vibrant organizational culture focused on team productivity and collaboration, including appropriate metrics and individual annual performance reviews.

**Friends of the Hennepin County Library is committed to the sustained, vital work of bringing forth a culture of inclusion, diversity, equity, and accessibility across all levels of the organization.** Our policy is to provide equal employment opportunity to all people. Applicants with diverse backgrounds and lived experiences are encouraged to apply.

## **Qualifications**

- Bachelor's degree with at least 8 years of progressively responsible experience in fundraising and development administration.
- Demonstrated expertise in donor discovery and qualification efforts, developing effective solicitation strategies, planned giving (bequests, trusts, gift annuities, etc.), and stewarding donors throughout the giving lifecycle.
- Previous supervisory experience managing a team.
- Proven background in event management and volunteer engagement.
- Experience with a CRM/development database (Salesforce preferred).
- Proficient with Microsoft Office (Word, Excel, and Power Point).
- Ability to work collaboratively in a team environment and perform independently.
- A commitment to libraries and the people they serve.

## **Benefits**

Benefits include employer contributions to retirement, health, and long-term disability plans, as well as paid time off for holidays, vacation, sick leave.

**Compensation:** \$115,000 - \$130,000 annually

## **To Apply**

Send cover letter, salary requirements and resume to Linda Merritt, Finance & HR Director via [lmerritt@hclib.org](mailto:lmerritt@hclib.org) or via postal mail at:

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