

EXECUTIVE DIRECTOR
Peninsula *Friends* of the Library

Position Summary:

The Mission of the Peninsula *Friends* of the Library (PFL) is to raise funds to enhance the services and programs of the Palos Verdes Library District (PVLDD) and to raise community awareness of these services and programs. The Executive Director of PFL is responsible for the oversight and administration of the key functions of PFL and serves as the chief development officer for the organization. The Executive Director represents the Friends to key stakeholders and the public. The Executive Director reports to the Board of Directors of PFL.

Key Administrative Functions

1. In conjunction with the Board of Directors, develops and executes both PFL's multiyear strategic and annual business plans
2. Manages 1.5 FTE staff
3. Ensures the PFL supporters and their donations are properly recorded and the information fully utilized for recognition and future fund raising efforts.
4. Works with Board leadership to develop and meet annual budget expectations
5. Works with the individual Committee Chairs regarding fundraising, public relations, program development, membership, accounting, communications, human resources, and volunteer recruitment and retention.
6. Collaborate with Library staff on developing projects and programs.
7. Provides various reports upon Board request.

Key Community Relations and Fund Development Responsibilities

1. Identify, initiate, nurture and steward close relationships with individual donors and donor prospects.
2. Develops relationships and represents PFL with local community organizations, businesses and other non-profit leaders.
3. Identifies appropriate individuals for potential board and/or committee membership
4. With Development Committee, creates annual fundraising goals. Develops and ensures implementation of a comprehensive fundraising plan including individual annual, major and planned giving programs.
5. Identifies grant opportunities and writes or oversees proposal writing and submission
6. Coordinates with Board on all fundraising efforts
7. Oversees all special events.

Qualifications

1. Eight or more years of fundraising experience, with an emphasis on individual major gifts.
2. Bachelor's degree. Higher degree a plus
3. Demonstrated ability to juggle and prioritize multiple, competing tasks and to seek board assistance as appropriate
4. Excellent oral and written communication skills
5. Superior interpersonal skills and the ability to work with a diverse range of groups including staff, donors and volunteers

Local and travel, evening and weekend work will be required at times.