



Position Description for the Executive Director for the Houston Public Library Foundation (HPLF)

Job Title: Executive Director, Houston Public Library Foundation

Salary: \$110,000- \$150,000 plus benefits

Reporting Relationships: This position reports directly to the HPLF Board.

Supervisory Responsibility: Directly supervises Foundation staff, Warehouse & Volunteer Coordinator, consultants, and volunteers.

Overall Position Purpose: This is an advanced and highly responsible professional fundraising position providing overall leadership to the Houston Public Library Foundation (HPLF), including strategic direction, tactical execution, and oversight. Work involves planning, managing, cultivating, and securing philanthropic support for the Foundation's annual fund, endowment, major campaigns, planned giving, and program support of the Houston Public Library. Work also involves maximization of revenue from book sale operations and growing the Friends of HPL membership. Serves as a member of the Director of the Library's leadership team and is expected to contribute to the Library's brand and external profile through his or her activities in the community.

Essential Functions: Examples are illustrative of this class of work; they are not intended to include all of the essential functions of all positions in this class. Lists of tasks under each essential function are not exhaustive.

A. Fundraising

- Assesses fundraising needs by working with the Director of the Library and Foundation Board members to establish goals and objectives to meet needs.
- Maintains a personal portfolio of donors, consisting of individuals, foundations and corporations.
- Develops fundraising campaigns and builds donor relationships based on best practices.
- Plans and implements fundraising strategies to move donors/prospects through the donor continuum for cultivation and solicitation to support the established fundraising objectives.
- Provides leadership for stewardship of all gifts received to the Library and Foundation.
- Develop and execute demographic/campaign specific fundraising tactics. Ex. Young Professionals Group, Hispanic archivist, and seasonal opportunities.

B. Development

- Upholds the policies and procedures for the Foundation in compliance with federal, state and local laws.
- Makes recommendations of new policies and procedures as needed.
- Provides leadership to the Foundation Board of Directors in developing and implementing a strategic plan and annual operating plan to guide the Foundation's fundraising efforts.
- Creates and executes strategies to raise sustainable funds that allow the Foundation to achieve its mission and growth objectives.
- Develops plans to support and implement major gifts campaigns for long-term needs identified by the Library.
- Attends all Foundation Board of Director's meetings and presents reports as required.
- Develops and implements a detailed plan to attract, build and maintain effective and mutually beneficial relationships with individuals and corporations capable of contributing to the Library Foundation.

- Cultivates potential and existing donors through intentional stewardship, ensuring all donors feel valued and inspired by the impact of their gift to the Library.
- Actively develops and maintains Board member relationships.
- Supports Board committees.
- Coordinates appropriate education programs to strengthen and expand Board members' fundraising skills and contacts.
- Assesses the effectiveness of the various fundraising programs and makes appropriate recommendations to enhance the Library's financial resources and development functions.
- Understands and supports Library system policies and procedures.
- Actively supports the mission of the HPL.

C. Fiscal and Budget Oversight

- Works closely with the HPLF's Director of Finance, the Chief Financial Officer of the Library and Foundation Board Treasurer to oversee fiscal and budgetary activities of the Foundation.
- Assists the Director of the Library and Foundation Board in determining fiscal requirements for development activities.
- Prepares budgetary recommendations and monitor's budget.
- Ensures appropriate maintenance of donor records in coordination with HPLF staff.
- Assists the HPLF Director of Finance in preparing financial reports related to donation activity.
- Oversees record management and expenditure reports for Foundation and FHPL.
- Analyzes financial statements for accuracy and evidence of emerging challenges.
- Oversees FHPL and HPLF's contact with vendors and contractors.
- Assist the HPLF Director of Finance in the preparation of the financial and strategic reports for the HPL Foundation Board of Directors.
- Coordinates and tracks grants and grant reporting for the Foundation and Library.

D. Communication & Marketing

- Works closely with Marketing and Public Relations and Foundation Board to generate consistent, effective communications to promote development efforts.
- Publicizes important gifts, programs, accomplishments and/or events.
- Responds to media inquiries and represents the Library in all fund development matters.
- Alerts Director of the Library to relevant trends, legislation, etc. and recommends appropriate action.
- Prepares reports for the Foundation Board and staff as requested.

E. Supervision

- Oversees Fundraising and HPLF office operations.
- Manages Foundation staff, Warehouse staff, and any Consultants.

F. Performs other related duties as assigned.

- Willingly and cooperatively performs tasks and duties which may not be specifically listed in the position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

NOTE: Certain conditions, e.g., economic constraints, staffing patterns, changes in system/branch goals and objectives, etc., may necessitate changes to the duties described in this job description.

Accountabilities: (Include, but are not limited to the following)

1. Complies with established policies and objectives of the Library and HPLF.
2. Performs work in compliance with the principles and standards of professional fundraising and sound fiscal and business practices as reviewed and assessed by outside auditors.
3. Meets work plan and personal development objectives as established by the HPLF Board of Directors.
4. Maintains good working relations with HPLF Board of Directors, Director of Library, Library staff, City agencies, etc.
5. Updates skills by participating in training and other learning opportunities.
6. Learns new technology as necessary to retain proficiency in managing the development operations of HPLF.
7. Contributes ideas that improve the HPLF's fundraising efforts, increase efficiency, and otherwise advance the development of the Library system.
8. Increase book and membership revenue in collaboration with the FHPL staff.

Working Conditions:

1. **Physical Demands:** Requires sitting and use of computer monitor and keyboard for extended periods of time. Work requires occasional physical effort; for example, setup of equipment for meetings or events, etc. Work involves travel to meetings with individuals and organizations, professional and community meetings, Libraries, City offices, etc. Some evening and weekend hours required.
2. **Emotional Demands:** Some pressure related to sustained periods of high-volume activity and multiple demands.
3. **Social Environment:** This position is housed at the HPL's Historic Julia Ideson Building, where over 30 staff and volunteers work in various administrative and support positions in support of public service operations throughout the City of Houston. It requires frequent meetings with individuals and groups outside the library system.
4. **Physical Environment:** Typical office environment.
5. **Mental Demands:** This is responsible professional work at the senior management level requiring high-level knowledge of fundraising, financial principles and practices, sophisticated reasoning, independent judgment, strong interpersonal skills, and very high-level relationship building. Work is performed with minimal supervision and allows for significant discretion and variance in work routine.

Knowledge, Skills, and Abilities:

1. Demonstrated effectiveness in corporate, foundation and/or high net worth individuals prospect identification and solicitation.
2. Track record of developing and sustaining strong benefactor relationships with organizations and individuals.
3. Demonstrated knowledge of non-profit fundraising techniques.
4. Exceptional attention to detail and the ability to articulate a compelling case for philanthropic support programs.
5. Knowledge of generally acceptable principles of financial management as they relate to non-profit foundations.
6. Demonstrated knowledge of database management and financial software utilized in fundraising, e.g., Raiser's Edge; QuickBooks; MS Office.
7. Superior written and oral communications skills, including the ability to represent HPLF and make public presentations to large and small groups.
8. Superior interpersonal skills with an emphasis on teamwork and collaboration.
9. Knowledge of board governance and skill in cultivating board engagement.
10. Knowledge and skills necessary to supervise, guide, evaluate, train and communicate with HPLF staff and volunteers.

11. Ability to establish and maintain effective work relationships with the Director of the LibraryFoundation Board members, Library staff, City Departments, members of the public, and others encountered in carrying out the responsibilities of the position.
12. Demonstrated experience working with business and community leaders, volunteers and working collaboratively with internal leadership and partners.
13. Ability to work effectively and calmly under pressure.
14. Proven ability to empower, engage and work collaboratively with diverse audiences and a clear understanding of the complexity of the varied constituencies of the City of Houston.
15. Demonstrated experience, skills or proficiency in sales, marketing and public relations techniques.
16. Strong organizational abilities including planning, program development, and task facilitation Ability to work well in a fast-paced environment with multiple priorities and with attention to accuracy, details and deadlines.
17. A strong work ethic and exhibits a high level of integrity.
18. Creative, high level of professionalism, resourcefulness, flexibility, a learning and optimistic attitude, and trustworthiness.
19. Organized, efficient, collaborative, entrepreneurial, conscientious, and results-oriented work style.

Minimum Qualifications: Bachelor's Degree in business management, marketing, public relations, or related field; eight to ten years of successful fundraising and development experience, with increasing levels of responsibility in leadership; demonstrated success with major fundraising campaigns; and three years supervisory experience.

Preferred Requirement: Certified Fund-Raising Executive (CFRE) Certification

HPLF employees work in a diverse environment and are expected to demonstrate respect for and relate to co-workers and customers from many different backgrounds and cultures. The HoustonPublic Library is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. The Library's policy is to treat all applicants and employees equally without regard to race, color, religion, age, gender, sexual orientation, national origin, or disability.

Only serious candidates need apply to houstonlibraryfoundation.org.