

# **An Invitation to Apply for the Position of EXECUTIVE DIRECTOR West Palm Beach Library Foundation**

## **West Palm Beach, Florida**



The West Palm Beach Library Foundation is a 501(c)3 nonprofit organization that is independent from the City of West Palm Beach and was formed to support the Mandel Public Library of West Palm Beach.

### **ABOUT THE FOUNDATION**

The Library Foundation's focus is to acquire and administer funds to enrich Library services and facilities not met by public funding and to endow the Mandel Public Library of West Palm Beach for future generations. The Foundation pursues this by seeking philanthropic support, providing conscientious stewardship of the assets in its care, encouraging community partnerships where appropriate, and by advocating on behalf of the Library's mission in our community.

### **ABOUT THE LIBRARY**

The Mandel Public Library of West Palm Beach welcomes close to 1,500 visitors daily and serves over 106,000 library card registered patrons. The Library meets the literacy and learning needs of the community with free access to books, eBooks, journals, research materials, online information and computers and an array of programs and services. Serving a diverse demographic, the Library provides early literacy programs, job search assistance, movies, music, author events, book clubs, story times, reading programs, information for small business owners, and homework help for students of all ages.

### **MISSION**

Raise funds for the Mandel Public Library of West Palm Beach to provide free quality programs, services and resources that enrich and strengthen our diverse community.

### **VISION**

Create an inspired community where children excel and adults thrive.

### **EXECUTIVE DIRECTOR POSITION DESCRIPTION**

**FLSA Class:** Exempt  
**Reports to:** Board of Directors

The Executive Director is responsible for formulating, implementing and directing the fundraising strategies for the West Palm Beach Library Foundation, an independent 501(c)3 organization supporting programs, services and technology of the Mandel Public Library,

In partnership with the Board, Library Director and staff, the Executive Director is responsible for the creation and implementation of all fundraising strategies, including building and sustaining an endowment fund.

## **ESSENTIAL JOB FUNCTIONS**

### **FUND DEVELOPMENT**

All fund development activities are carried out with the Foundation's Board, staff and volunteers and in collaboration with the Library's staff.

- Seek and acquire funding to support the Foundation so that resources are sufficient to ensure the financial health of the Foundation.
- Cultivate current relationships with donors and sponsors and forge new relationships with prospective donors and sponsors, whether individuals, corporations, organizations or foundations.
- Solicit and obtain gifts and grants, especially for programs, collections, projects, and services of the Library.
- Solicit planned gifts.
- Identify and recruit corporate sponsors for library programs and projects.
- Define target projects, identify potential grant opportunities and implement all appropriate procedures to apply for grants within defined deadlines.
- Establish and coordinate donor recognition activities.

### **DEVELOPMENT PLANNING**

- Working with the Board, create a three -year Development Plan.
- Support the implementation of the Development Plan.
- Monitor, evaluate and report the results of new development initiatives.

### **FINANCIAL AND ADMINISTRATIVE**

The Executive Director ensures that all policies and procedures are in place and adhered to and that all activities related to the operation of a 501(c)(3) organization are implemented in a timely, efficient and effective manner.

- Prepare annual operating and program budgets.
- Negotiate and manage all contracts.
- Meet all federal, state and local legal requirements of the Foundation.
- Maintain strict confidence relating to donors and files of the Foundation.
- Supervise Foundation staff and volunteers.
- In conjunction with the Board of Directors, establish a strategic plan and annual goals for the Foundation.
- Generate consistent, effective communications to the Board of Directors, public and the Library staff.
- Actively serve as the primary spokesperson for the Foundation to the community.
- Oversee the maintenance of accurate financial and donor records and ensure that all information and processing related to donors and donor history is kept up to date.
- Maintain donor and potential donor data base of individuals, corporations, organizations and private foundations.

- Oversee grants from various funders so that fiscal and other reporting requirements related to all grants are fulfilled.
- Oversee all accounting functions including those necessary for auditing, budgeting, financial analysis, and payroll in accordance with generally accepted accounting principles.
- Assist in development of policies and procedures and implement policies and procedures established by the Board of Directors.
- Prepare all fund development reports as requested and required.

## **ADVOCACY**

- Develop working relationships with all local elected officials.

## **PUBLIC AWARENESS**

- In partnership with the Library, work to ensure that the Library is viewed as a vital and valuable cornerstone of the West Palm Beach community.

## **BOARD OF DIRECTORS**

- Report directly to the Chairman of the Board of Directors.
- Work closely with the Board of Directors and its committees.
- Work to sustain an engaged, effective, and informed Board and serve ex-officio on Board committees.
- Will fully engage the Board of Directors in fund development processes.
- Initiate appropriate fund development educational opportunities for Foundation Board of Directors staff that ensures that all receive training and support needed to be successful fundraisers.
- Assist in identifying and recruiting new Board members to create a diverse and effective group.
- Responsible for accurate processing, recording and reporting of all financial transactions of the Foundation.
- Monitor Foundation's investment accounts.

## **LIBRARY RELATIONS**

- Meet regularly with the Library Director to maintain a strong relationship between the Foundation and the Library.
- Work with the Library Director to understand the Library's funding needs.
- Attend appropriate Library Board and Committee meetings.
- Coordinate communications between the Foundation Board and the Library Director.

## **FRIENDS RELATIONS**

- Enhance communications with the Friends of the Library to ensure that the Friends and Foundation understand and perform their unique roles.
- Explore opportunities for greater collaboration between the Friends and the Foundation.

## **MINIMUM EDUCATION & EXPERIENCE**

In order to successfully perform duties of this position, the applicant should have the following:

- Possess a Bachelor's degree and 5 or more years of progressively responsible and successful fundraising experience in a non-profit, academic, or government environment.
- Possess sound knowledge of fundraising tools and activities.
- Understanding of library fundraising will be viewed favorably.

## **DESIRABLE KNOWLEDGE, SKILLS & ABILITIES**

- Experience developing and sustaining relationships with organizations and individuals.
- Experience with securing planned gifts.
- Strong research and writing/communication skills and grant writing experience,
- Organizational abilities including planning, delegating, program development and task facilitation.
- High integrity leadership and superior interpersonal skills.
- Ability to meet with potential donors, make presentations, and articulate Library program needs requiring various levels of funding support that are linked to the donors' philanthropic values.
- Working knowledge of library programs and services.
- Capable of using current office technology, equipment, and software as it relates to the Foundation and the Library.
- Responsible for maintaining strict confidence relating to donors and files of the Foundation.
- Hold a valid driver's license and insurable driving record.

## **COMPETENCIES**

- Respond promptly to donors and Board member's needs.
- Respond to requests for information and assistance and meets commitments.
- Ability to meet deadlines.
- Ability to carry out timely follow up on Foundation initiatives.
- Work with integrity and strong ethics.
- Uphold organizational values.
- Implement and follow policies and procedures.
- Leadership and organizational skills.
- React well under pressure and accept responsibility.
- Extensive knowledge of Microsoft Office Suite word processing software and database software.
- Strong working knowledge of nonprofit operations.

## **SALARY & BENEFITS**

Salary is commensurate with experience along with a competitive benefits package.

## **APPLICATION PROCESS**

Evaluation of prospective candidates will begin immediately (June 22, 2020) and will continue until the application deadline **TBA**. **Resume and cover letter, complete with references,** should be emailed directly to:

Nickie Hennevelt  
Director of Administration and Finance  
Email: [NHennevelt@WPBCityLibrary.org](mailto:NHennevelt@WPBCityLibrary.org)

*The West Palm Beach Library Foundation is an equal opportunity employer.*