



Director of Annual Giving Job Posting
Please apply by March 21

Job Description

Title: Director of Annual Giving
Status: Full-time (40 hours per week)
Reports to: Executive Director
Date: February 27, 2025

Position Summary

This position is responsible for developing, implementing, and cultivating the Library Foundation's annual giving program in accordance with the Library Foundation's fundraising plan, including a growing annual fund program. This position works closely with the Library Foundation's Executive Director and Board of Directors identifying and cultivating prospective donors.

About the Boulder Library Foundation:

Founded in 1974, the Boulder Library Foundation increases funding for services that help the people of Boulder develop and grow by raising money, increasing awareness, advocating for the library, and encouraging community involvement. It's an exciting time - for the library, which recently became a better funded library district - and for the foundation, which is growing to keep pace with the treasured community asset it supports.

Essential Functions:

- Oversee annual giving by managing and growing our broad base of individual donors from various donor levels and sources.
- Steward, cultivate, solicit and expand a portfolio of 250+ donors with the capacity and motivation to give between \$1,000 and \$5,000. This includes creating detailed individual solicitation plans.
- Responsible for stewardship of all donors of up to \$5,000, including donor events throughout the year.
- Manage the Library Foundation's donor base system, Bloomerang.
- Track, measure and provide monthly written reports on Foundation's fundraising progress, including existing donors retained and upgraded and new donors acquired.
- Assist with the Foundation's annual gala, and other events when needed.
- Develop and manage all aspects of the Foundation's planned quarterly author series.
- Create and execute multichannel strategies to grow and diversify donor base.
- Analyze data and identify and draw on trends that will inform strategies and regularly evaluate ongoing improvement of fundraising ROI.

- Lead all direct mail and on-line giving campaigns (Library Lover's Day, Library Giving Day, annual appeal, Giving Tuesday, etc.).
- Support the Executive Director with portfolio management of major and campaign donors.
- Perform additional duties as assigned.

Qualifications

Minimum Qualifications

Experience: Minimum of five years of development experience, with proven experience in annual giving fundraising.

Education:

- Bachelor's degree, with a concentration in such disciplines as non-profit management, psychology, communications, sales and marketing, and business
- Combination of relevant education and relevant experience accepted

Preferred Qualifications

- Master's Degree and CFRE or other fundraising accreditation/training preferred.
- Demonstrated success in cultivating, soliciting, stewarding and retaining individual donors
- Demonstrated success working with all levels of donors: individual, corporations, and private foundations
- Knowledge of the Boulder area and its philanthropic ecosystem
- Passion for serving and supporting internal and external customers, community leaders and partners, donors, and media
- Ability to embrace change and innovation
- Seven (7) years of development experience preferred, with proven experience in annual giving
- Strong understanding of donor databases, preferably Bloomerang and Qgiv

Knowledge, Skills and Abilities

Knowledge of:

- Library trends and advancements within the library field
- Board and volunteer development
- Fundraising fundamentals
- Research development
- Event management
- Financial stewardship
- Bloomerang, Qgiv and DonorSearch donor management software

Skills:

- Excellent verbal, grammatical and written communication skills
- Excellent interpersonal and customer service skills

- Excellent organizational skills with attention to detail
- Excellent time management skills with attention to detail

Abilities:

- Building Partnerships: Identifying opportunities and taking action to build strategic relationships between one's area and other areas, teams, departments, community groups or organizations to help achieve business goals
- Communication: Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the information provided
- Decision Making: Identifying and understanding issues, problems and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequence
- Information Monitoring: Setting up ongoing procedures to collect and review information needed to manage an organization or ongoing activities within it
- Technical/Professional Knowledge and Skills: Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping up with current developments and trends in areas of expertise
- Work Standards: Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence

Computer Skills:

Excellent command of various computer applications including Google Workspace

Schedule

This is a 40-hour-per-week position, Monday through Friday. This job is in-person, not remote, at the Boulder Library Foundation office in the beautiful Boulder Main Library, 1001 Arapahoe Ave., Boulder. Occasional evening and weekend work is required to support events and board and committee meetings.

Compensation

The hiring salary range for this position is \$83,500 to \$92,000 per year and includes the following generous benefits:

- Group medical, dental and vision benefits
- \$2,500 annual employer sponsored health reimbursement account
- Employer paid basic life insurance
- 5% employer contribution to 401K, plus an additional 2% match of employee contributions.
- 14 paid Holidays
- New employees accrue 3 weeks paid vacation
- Cell phone stipend
- Free parking

- Library Perks: Easy access to unlimited resources - including books, movies, programs, digital technology and more

Reasonable Accommodations Statement:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Disclaimer Statement:

This is not intended to be an all-inclusive list of job-related responsibilities, duties, skills, requirements or working conditions. Other duties may be assigned based on business need and the supervisor's request. Boulder Library Foundation reserves the right to revise the job description at any time.

How to Apply:

Interested candidates should send a resume, cover letter and two letters of reference to info@boulderlibraryfoundation.org by March 21 at midnight. No phone calls please.

The Boulder Library Foundation is an equal opportunity employer.