



Executive Director, Des Moines Public Library Foundation

The Des Moines Public Library Foundation supports and enriches the capabilities, resources, and services of the Des Moines Public Library. The Foundation's mission is to raise funds and advocate for the Des Moines Public Library. This mission is accomplished through fundraising, advocacy, and promoting greater awareness of the Library's valuable resources. The Foundation's support complements, but does not supplant, the city or county's responsibility for funding the Des Moines Public Library's operations. The Foundation currently raises funds through signature events such as the Iowa Author Awards Dinner. The Foundation sponsors the library's popular AVID (Authors Visiting in Des Moines) Author Series and the library's annual Summer Reading Programs for children and teens. The Foundation also solicits individual and corporate donations and applies for grants and other sponsorships.

The Executive Director will be responsible for providing the overall leadership necessary for the Foundation to achieve its mission and meet its short and long term goals. Responsibilities include:

- Guides and supports the Board of Directors in developing and implementing short and long-term organizational goals and strategic plans; developing and implementing policies, procedures, budgets and programs.
- Acts as chief spokesperson for the Des Moines Public Library Foundation and ensures a consistent positive message.
- Oversees fund development planning and implementation, including identifying resource requirements, researching funding sources, establishing prospect strategies and overseeing fundraising records and documentation. Will develop, nurture, organize, and grow the Des Moines Public Library Foundation's network of supporters.
- Collaborates with and supports the Board of Directors in the development of a well functioning and engaged Board. Trains, motivates, and involves all members in meeting the goals of the organization.
- Implements all policies and directives as set forth by the Board. Responsible for regular communication and feedback with the Board providing sufficient and up to date information that will assist the Board in the decision-making process.
- Oversees the financial operations of the Des Moines Public Library Foundation including: creating annual budgets in collaboration with Board, monitoring financial performance, monitoring cash flows, and providing required reports to the Board and outside agencies as required/requested.
- Develops and maintains working relationship with the Des Moines Public Library Director. Promotes an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision.

- Oversees staffing activities of the organization, including recruiting, selecting, training, supervising, and evaluation of both paid and volunteer staff.
- Ensures compliance with all not-for-profit regulations.

Qualifications: The ideal candidate will have a proven track record in major development campaigns and grant writing. The candidate will have established relationships with existing donors and work to develop a relationship with potential donors. A qualified candidate must have at least ten years of fundraising experience, along with a demonstrated comprehension of all phases of non-profit development and donor relations. The ideal candidate will have CFRE accreditation.

Applications should be sent via email to: dmpfoundation@dmp.org