

## Radnor Memorial Library Job Description

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<b>Job Title:</b>	Development Director
<b>Reports To:</b>	Executive Director
<b>Date:</b>	April 2026
<b>Status:</b>	Full Time, Exempt

### Summary

Under the direction of the Executive Director, the Development Director is responsible for planning, managing, and executing a comprehensive fundraising strategy to advance Radnor Memorial Library's mission and long-term strategic goals. This role leads key initiatives including annual giving campaigns, corporate sponsorships, fundraising events, major donor cultivation, and donor stewardship.

The Development Director collaborates closely with the Library Board of Trustees, Friends of the Library, library staff, and community partners to foster philanthropic support, strengthen community engagement, and increase the Library's visibility and financial sustainability.

### Essential Duties and Responsibilities

- Develop and implement a comprehensive annual fundraising plan to solicit, sustain, and increase support from individuals, corporations, and foundations.
- Work alongside the Executive Director, Board, and staff to ensure that the fundraising strategies align with the mission and strategic goals of the Library.
- Lead all fundraising campaigns and events including appeals, the annual 5K, corporate sponsorships, EITC giving, and special campaigns.
- Cultivate and steward relationships with current donors including individuals and corporations through personalized communication, updates, recognition, and other engagement strategies.
- Identify, research, and engage prospective donors including individuals, foundations, and corporations - and leverage relationships with board members, staff, and volunteers to expand the donor base.
- Develop and maintain a portfolio of mid- to major-level donors and create customized solicitation strategies.
- Manage donor recognition efforts including thank you letters, acknowledgment systems, and the Annual Report of Gifts.
- Maintain and update the donor database, ensuring accurate records, gift processing, and reporting.
- Collaborate with the Friends of the Library on development activities, community outreach, and volunteer stewardship.
- Develop strategic partnerships with local businesses and organizations to engage their employees in impactful volunteer opportunities at the Library.
- Represent the Library at local events, with community organizations, and with peer development professionals.
- Regularly analyze fundraising data to assess progress and adjust strategies as needed.
- Monitor fundraising performance and provide regular reports to the Executive Director and Board.

## Radnor Memorial Library Job Description

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- Collaborate with the Marketing Communications Coordinator to promote giving campaigns and fundraisers and share stories about their impact.

### **Additional Responsibilities:**

- Collaborate with the Executive Director and Board of Trustees to develop and support planned giving initiatives and capital campaigns.
- Identify, prepare, and manage grant proposals for programming, collection development, and capital projects as needed.
- Stay current on fundraising trends, tools, and best practices.
- Attend and participate in staff meetings, Board meetings, professional development, and community networking events.
- Uphold the highest ethical standards in donor confidentiality and data security.

### **Required Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be expected to grow and develop their skills over time. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree or higher.
- Minimum of 5-7 years of progressive fundraising experience with a demonstrated record of success in donor development and revenue generation.
- Strong knowledge of donor cultivation, major gifts, grant writing, and stewardship practices.
- Excellent interpersonal, written, and verbal communication skills.
- Proven ability to work independently and collaboratively in a fast-paced environment.
- Strong analytical, organizational, and time-management skills.
- Proficiency with donor database software (e.g., eTapestry), Microsoft Office, Google Suite, and Canva.
- Demonstrated ability to maintain confidentiality and handle sensitive donor information with professionalism.
- Must provide Pennsylvania Criminal History Record, Childline Child Abuse Clearance, and FBI Fingerprint Check before employment begins and upon renewal.

### **Preferred Qualifications**

- Experience working in a library, nonprofit, or educational institution.
- Familiarity with eTapestry.
- CFRE certification is a plus.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and

## Radnor Memorial Library Job Description

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distance vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.