



The Indianapolis Public Library Foundation Development Officer – Friends of the Library 2022

Job Title: Development Officer – Friends of the Library

Job Summary: The Development Officer – Friends of the Library is a part of the Development Team, managing the Library Foundation's annual fund program and a portfolio of foundation, corporate and organization donors. This position reports to the Vice President.

Location: Indianapolis, Indiana

Terms: FLSA Exempt. Full-Time. Monday-Friday 8 a.m.-5 p.m. with occasional evenings and weekends. Hybrid schedule with two work-from-home days weekly is available after the first 90 days of employment.

About Us: The Indianapolis Public Library Foundation is a not-for-profit organization that raises private contributions to support The Indianapolis Public Library. The Foundation's values are service, innovation, collaboration and diversity, equity and inclusion.

Primary Duties and Responsibilities:

- Manage the Friends of the Library annual fund program by:
 - Developing schedules, content and mailing lists for soliciting and stewarding Friends of the Library. Coordinating printing and mailing needs with staff and vendors.
 - Using Raiser's Edge to measure the success of the Friends fundraising program.
 - Implementing new strategies for donor acquisition.
 - Cultivating and upgrading Friends of the Library to become managed individual donors.
 - Growing the monthly, recurring donor program, Loyal Friends, and providing excellent stewardship to existing Loyal Friends.
- Maintain and grow a portfolio of 25-50 foundation, corporate, organization and managed individual donors by:
 - Identifying and qualifying prospective donors.
 - Cultivating prospective donors.
 - Soliciting new and renewed gifts with oral and/or written presentations, grant applications, pledge forms and other tools.
 - Stewarding donors with appropriate visits, reports and updates.
- Develop and implement cultivation, solicitation and stewardship strategies for Library staff, including managing the annual Library staff campaign.
- Engage with the fundraising for and execution of the Foundation's annual fundraising event, including sponsorship requests, silent auction item solicitation and stewarding donors during and after the event.
- Participate in staff meetings to develop strategic actions to further organizational goals.
- Maintain information to help determine annual revenue goals and fundraising expenses.
- Attend Development Committee meetings and take minutes; support board members' fundraising efforts.
- Participate in annual review of proposed Library programs.
- Other duties as assigned.





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Qualifications:

- Commitment to the Library Foundation's mission and values.
- A Bachelor's degree.
- At least two years of fundraising experience; experience with direct mail/annual fund management and/or proposal writing preferred.
- The ability to secure gifts and meet fundraising goals; experience supporting board-level volunteers in fundraising preferred.
- Excellent written/oral communication skills; the ability to represent the Foundation positively to diverse stakeholders.
- Proficiency using productivity software (word processing, spreadsheets, calendaring, email, etc.), virtual meeting software, and the internet. Experience with donor databases preferred and Raiser's Edge specifically is a plus.
- Leadership, intelligence, flexibility and a collaborative work style.
- Excellent attention to detail, organization, time management, dependability and problem-solving skills.
- Professionalism, discretion and honesty in handling confidential information.
- Enthusiasm, energy and a sense of humor.
- This position requires travel for business purposes within the Indianapolis metro area (approximately 25% of work time).

Physical Requirements:

- Prolonged sitting and computer usage.
- Occasional bending and lifting of items up to 20 pounds.

This job description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

