

The **Tompkins County Public Library Foundation (TCPLF)** invites seasoned fundraising professionals with experience in leadership, strategic planning, resource management, nonprofit board development, and collaborative partnership development, to submit application materials for the **TCPLF Executive Director (ED) position**. The Foundation is a 501(c)(3) not-for-profit corporation formed through the support of community leaders and philanthropists to benefit the Tompkins County Public Library. The Foundation serves to build public and private partnerships that provide funding for programs and services not supported by taxpayer dollars. Through a variety of giving opportunities, including private donations, grants, endowments, corporate partners, special events, planned giving programs and memorial gifts, the Foundation provides annual distributions dedicated to furthering the Library's mission. Through ongoing collaboration with the Library leadership, the Foundation is committed to aligning fundraising strategies with Library programs and services with the greatest need and impact.

The ED will be a successful fundraiser who will:

- Make connections that leverage contributions that help to secure the library's financial future and build **relationships** that match the library's mission, goals, programs, and services with donor priorities and giving interests.
- Foster and sustain a successful library-foundation **partnership** by shaping and implementing a fundraising strategy in close collaboration with the library director and staying well-informed about the library's mission, vision, hopes, dreams and challenges.
- Serve as a **catalyst** to generate interest in giving to the library, create connections with donors, and close the deals, in addition to building a donor pipeline that consistently produces results.
- Serve as an **ambassador** who inspires enthusiasm for the library through outreach, relationships, connections, and knowledge about the library's unique contributions in the community.
- **Lead** an effective and well-run organization that contributes to confidence among donors, includes a knowledgeable and skilled staff and volunteers, has clear and consistently administered policies, and executes well-designed programmatic activities.
- **Educate** donors about the library's community impact and help library leaders to embrace and understand how a culture of philanthropy contributes to the library's long-term financial future.
- Collaborate with the Foundation Board, Library Director, Library Board, and other relevant library leaders to develop and implement a **strategic plan** for single and multi-year development efforts.
- Develop strategic **alliances** with community leaders and collaborative partnerships with community organizations, including the Friends of the Tompkins County Public Library, and other community funders.
- Support **Board development** in the areas of board recruitment, fundraising and

Position Requirements:

- Bachelor's degree preferred. Minimum of five years of progressive experience in fundraising and public relations, including demonstrated experience in the implementation of successful fundraising campaigns and successful grant proposal development
- Knowledge of legal and reporting requirements for 501(c) (3) charitable organizations • Ability to communicate consistently in an effective and accurate manner with tact and diplomacy, in both written and verbal form
- Demonstrated experience with financial statements, budgets and financial planning • Ability to interface and engage diverse volunteers and donor groups
- Strong computer skills, including word processing, spreadsheet, and presentation software

Compensation

The salary is \$75,000 - \$80,000 commensurate with the qualifications and demonstrated track record of the selected candidate. A benefits package includes health insurance and paid leave. Annual salary increases are based on goals/performance metrics achieved during the fiscal year.

Library Description

The Tompkins County Public Library, the central library of the five-county Finger Lakes Library System consortium, is a valued and well-used community asset, with 35,000 registered borrowers and an annual circulation of approximately 800,000 items. The library facility includes a designated Children's area, as well as Tween, Teen, and Adult spaces. In addition to the typical collections of books, magazines, movies, newspapers, audiobooks, and eBooks, the library features a Digital Lab, Local History room, Makerspace, Teen Center, meeting and study space, and rooms for community and library events. Library staff develop and offer a diverse range of programs and outreach events, both in-person and virtual, that engage a broad segment of the community.

Community Description

Ithaca offers big city culture alongside small town community. With its great natural beauty and a diverse, cosmopolitan, and highly educated workforce, the Ithaca area is an attractive and exciting place to invest, work and live. Tompkins County is a place where culture and connectivity converge and where people of all ages, lifestyles and backgrounds choose to live and work. Ithaca and Tompkins County are located in the Finger Lakes Region of central New York; four hours from New York City, three hours from Buffalo and Niagara Falls, two hours from Rochester and four hours from Philadelphia. For more information see <https://www.liveinithaca.org/>

The TCPL Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

See detailed job description at <https://www.tcplfoundation.org/edjobdescription2021>

Applicants should submit a letter of interest, resume, and a list of three professional references by January 14, 2022 to: tcplfoundationapplications@gmail.com