

**DEVELOPMENT DIRECTOR**  
(Albany Public Library)

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for all of the Library's fundraising programs including special events, grant writing, direct mail, planned giving, corporate sponsorship, foundation support and major donor solicitation. Work is performed under the general direction of the Library Director with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of subordinates.

**TYPICAL WORK ACTIVITIES:**

- Coordinates the library's strategic planning and evaluation, with respect to development activities and fundraising;
- Interprets grant rules and regulations and monitors grant expenditures to ensure compliance;
- Develops evaluation criteria to measure grant program effectiveness;
- Implements and monitors the timelines that lead to the successful completion of established goals;
- Produces timely and accurate financial statements relating to development activities;
- Manages the Library's Development tracking system;
- Identifies funding sources;
- Builds positive working relationships with funding sources;
- Develops and maintains the Library's Development materials;
- Provides fundraising training to Library Board and staff members;
- Produces regularly scheduled newsletters and appeal letters;
- Supervises staff;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the grant application process and monitoring;
- Thorough knowledge of the principles and practices used in grant proposal applications and administration of the grant;
- Good knowledge of office terminology, principles and practices;
- Working knowledge of principles and techniques used in research and statistical analysis;
- Ability to plan, organize, coordinate, administer and evaluate the effectiveness of all fundraising programs;
- Ability to understand and interpret complex oral instructions and/or written directions;

SEE REVERSE SIDE

- Ability to establish and maintain effective working relationships with others;
- Ability to communicate effectively both orally and in writing;
- Ability to prepare operating reports and a variety of other reports relative to program activities;
- Ability to plan and supervise the work of others;
- Tact and courtesy;
- Dependability;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree and two (2) years of full-time paid experience in fundraising, grant writing, direct mail, and special events; **OR**
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and four (4) years of full-time paid experience in fundraising, grant writing, direct mail, and special events; **OR**
- (c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.