



## **Executive Director**

# **Topeka & Shawnee County Public Library Foundation**

*Topeka, Kansas*

## **Background**

### **Topeka & Shawnee County Public Library Foundation**

The Topeka & Shawnee County Public Library Foundation, founded in 1982, is a 501c3 nonprofit with a purpose to ensure the future of the library as an indispensable community resource. The Foundation accomplishes this by helping secure financial resources to support collections, programs, services, technology and physical facilities of the library. The Foundation pursues its purpose by seeking philanthropic support, providing conscientious stewardship of the assets in its care, encouraging appropriate community partnerships and advocating on behalf of the library's mission in the community. Key recent Foundation-funded projects include a mobile library fleet – the Sherlock and Alice bookmobiles, an Adventuremobile and the Learn & Play Bus – that provide vehicle-based services to area children; significant Library building improvements; Level 2 Tech Center; Claire's Courtyard pavilion and amphitheater; the Stephanie Hall Fund for Sneaking Learning; and the Dolly Parton's Imagination Library which offers every Shawnee County child the gift of a new age- and developmentally-appropriate book for each month of the first five years of life. Foundation assets exceeded \$10 million at the end of 2021. For more information visit the Foundation website, <https://foundation.tscpl.org>.

### **Topeka & Shawnee County Public Library**

The Topeka & Shawnee County Public Library (TSCPL), a 21st-century, landmark library celebrated its 150th anniversary in 2020, operates with a mission of sparking curiosity and connecting our community through literacy and learning. In 2016, Library Journal named the Topeka & Shawnee County Library the national Library of the Year, an honor that resonates for a lifetime, in recognition of its creativity, innovation, leadership and outstanding service to the community. In addition to nearly 1.4 million digital and physical books and items in its collection, the Library features the Alice C. Sabatini Gallery, the Millennium Café and the Chandler Booktique bookstore and gift shop. TSCPL is a community hub, with more than 111,000 registered borrowers and 1,500 daily visitors. The Library is a key partner in sustaining the educational, economic and civic health of the community, inspiring learning and empowering people of all ages. Library resources include a brand-new tech center; bookmobiles traveling county-wide six days per week; programming for children, youth, adults and seniors; reference and research tools; access

to thousands of eBooks and other digital content; and a local history and genealogy resource center. It supports individuals and organizations providing meeting space for thousands of community and organization gatherings. For more information visit the Library website, <https://tscpl.org>.

## **Position Summary**

The Topeka & Shawnee County Public Library Foundation is seeking a seasoned development professional to be the Executive Director. This professional will lead the Foundation in its support of the Topeka & Shawnee County Public Library. Reporting to the Library Chief Executive Officer, the Foundation Executive Director will work closely with the Library Foundation Board of Directors as well as the Library management team. This position supervises the Foundation's Development Professional and volunteers.

The Topeka & Shawnee County Public Library is headquartered in Topeka, KS and the Executive Director of the Foundation is expected to office at the Library. Building and developing a strong network of supporters in the community is essential, and this position is expected to be a connector and vocal advocate between the library and the Topeka and Shawnee County community. The Executive Director position is funded by both the Library and the Foundation, and the Executive Director will serve on the Library management team.

## **Responsibilities**

### ***Strategic and Management Responsibilities***

- In conjunction with the Library Foundation Board of Directors, develop and execute the Foundation's overall fundraising strategy and annual fundraising plans in support of Library services, programming and endowments.
- Establish and maintain a strategic plan and annual goals for the Library Foundation.
- Lead and manage the organization's overall development efforts to raise sufficient funds each year to meet Foundation and Library goals and support strategic priorities for growth and sustainability.
- Develop, increase and manage the fundraising capacity of Foundation.
- Act as a connector and vocal advocate between the library and the Topeka and Shawnee County community, through regular and consistent involvement in community promotions, activities and planning efforts.
- Supervise and direct the work of the Foundation's Development Professional and volunteers.
- Train and support volunteer and staff team members regarding fundraising.
- Align Library Foundation strategy with Library strategy and priorities as a member of the Library management team.

## ***Development Responsibilities***

- Actively seek funding to enhance Library services, programming and endowments, and successfully develop resources sufficient to ensure the ongoing financial health of the Library.
- Administer the organization and planning of all functions related to Library fundraising programs, including the annual campaign, major gifts and planned giving.
- Initiate, plan, participate in and support direct fundraising solicitations.
- Cultivate and nurture relationships with individual, corporate and foundation donors and sponsors.
- Develop and grow the Library Foundation individual donor base, including the annual giving campaign and the Wilder Society major giving program. Expand the Library Foundation's planned giving program, grow patron bequests, and encourage gifts of assets in addition to cash gifts.
- Identify opportunities for grant funding, and create grant proposals and reports to corporate, foundation and government funders.
- Work with volunteer committees to plan and host the annual Wilder (Major Gifts) Society tea each spring. Seek other opportunities as appropriate to expand and strengthen stewardship of Library donors.
- Build and expand the Library Foundation's monthly and online giving programs.
- Initiate development programs and educational opportunities for the staff, community, Friends, Foundation and affiliated boards.
- Manage, in conjunction with the Foundation Board, the assets and investments of the Foundation in accordance with investment policy.

## **Professional Qualifications and Personal Characteristics**

- Bachelor's degree from an accredited college or university required. Certified Fund Raising Executive (CFRE) certification preferred.
- 5+years of demonstrated leadership success in non-profit fundraising and development, including cultivation and solicitation of individual donors, foundations, and corporations, as well as grant writing and grant management. Experience in non-profit governmental organizations is helpful.
- Experience leading a successful team of staff and volunteers is preferred.
- Experience managing events and fundraising campaign experience is preferred.
- Knowledge of library programs and resources, and/or a love of community libraries and an interest in and willingness to learn about them.
- Comfort embodying the community-based mission of the Topeka & Shawnee County Public Library, and a demonstrated ability to represent the organization and interface with a wide variety of individuals, including all levels of staff, board, volunteers, donors, potential donors and Library patrons.
- A motivated self-starter with strong organizational skills, excellent oral and written communication skills, ability and desire to work in a team environment, and a proven track record of meeting goals.
- Experience working with a donor database is required. Familiarity specifically with Raisers Edge CRM will be helpful.

## **Compensation**

The salary range for this position is \$80,000 to \$92,500. The Foundation offers a generous benefits package including PTO, health, dental and vision insurance; and retirement planning through KPERS. Also, the Executive Director will find a positive, engaging and flexible work environment.

The projected compensation range for the individual hired as Executive Director will be competitive and in accordance with the background and experience of the selected candidate.

## **Non-Discrimination**

The Topeka & Shawnee County Public Library is an Equal Opportunity Employer. It is the policy of TSCPL to provide fair and equal employment opportunity to all qualified applicants and employees, and to not discriminate based on any class protected by applicable laws.

## **Application Process**

The search for the Executive Director is being conducted by The Moran Company. To apply for this position, submit resume and cover letter to Jane Lampo, The Moran Company, through our secure online portal.

Resume should include all relevant professional education and experience, dates of employment (month and year) and position/title and organization names. Cover letter should articulate relevant experience and fit with the stated preferences of the position.

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