



DIRECTOR OF ADVANCEMENT

ABOUT THE LIBRARY FOUNDATION

Founded in 1980, the Louisville Free Public Library Foundation (The Library Foundation / Foundation) is the philanthropic partner of the Louisville Free Public Library (LFPL), investing private resources to strengthen one of Louisville's most trusted and impactful public institutions.

Through philanthropic support, the Foundation helps LFPL expand literacy, lifelong learning, digital access, workforce development, and community engagement initiatives that improve quality of life across Louisville. The Foundation's work ensures that LFPL can innovate, respond to emerging community needs, and deliver opportunities that benefit residents of all ages and backgrounds.

THE OPPORTUNITY

The Library Foundation seeks a dynamic, strategic, relationship-driven fundraising professional to serve as Director of Advancement, a newly created role designed to expand the Foundation's philanthropic impact.

This is an ideal opportunity for a fundraiser who thrives on building relationships face-to-face, enjoys the discipline of managing a robust portfolio, and brings strategic thinking to donor engagement. The Director will primarily focus on cultivating and securing gifts at the \$10,000+ level and managing a portfolio of approximately 100 prospective and current donors.

Working closely with the Executive Director, Foundation leadership team, Library leadership, and the Board of Directors, the Director will cultivate, solicit, and steward donors while building a strong pipeline of philanthropic support for Foundation and LFPL strategic priorities.

As a member of the Foundation's leadership team, the Director of Advancement will help lead fundraising efforts for an organization with an annual operating budget of approximately \$1 million and an additional \$1 million to \$5 million in philanthropic investments supporting library programs, capital projects, and strategic initiatives each year.

POSITION RESPONSIBILITIES

Strategic Leadership and Planning

- Serve as a senior-level advancement leader, contributing to the overall fundraising vision, strategy, and execution for the Library Foundation

- Develop and implement strategic plans to grow mid-to high-level giving with a focus on \$10,000+ gifts
- Balance big-picture thinking with detailed execution identifying opportunities to strengthen the donor pipeline and increase revenue
- Partner with Major Gifts leadership to inform and support strategy, pipeline development, and donor movement across giving levels
- Operate effectively in a fast-paced and evolving environment using sound judgment to make decisions and drive results with minimal oversight

Donor Cultivation and Stewardship

- Serve as a frontline fundraiser and primary relationship manager for a portfolio of approximately 100 prospects
- Grow the Library Foundation major gift program by actively soliciting and closing gifts of \$10,000+ through direct, in-person engagement and tailored strategies
- Maintain a strong external focus prioritizing donor relationship-building activities
- Identify donors with capacity and cultivate them; building relationships while consistently advancing them through the fundraising pipeline

Program Management

- Design and execute individualized donor strategies to achieve revenue goals and portfolio growth
- Ensure alignment between development efforts and broader Foundation and LFPL priorities, programs, and campaigns
- Maintain accountability for achieving benchmarks and outcomes adjusting strategies as needed to meet goals

Data Analysis and Reporting

- Utilize dashboards, metrics, and reporting tools to track performance, measure progress, and inform decision-making
- Apply data insights to refine strategies, prioritize activities, and improve overall fundraising effectiveness
- Maintain accurate and up-to-date donor records and activity tracking.

Team Leadership and Collaboration

- Serve as a member of the Foundation's leadership team, contributing to fundraising strategy, planning, and organizational success.
- Partner with colleagues, board members, and volunteers to strengthen donor relationships and advance fundraising goals.
- Provide regular updates on fundraising activity, pipeline development, and progress toward goals.

Community and Institutional Engagement

- Serve as an ambassador for the Library Foundation building relationships with key stakeholders, partners, and community leaders to expand the Foundation's reach and influence
- Represent the Foundation at meetings, events, and engagements, strengthening its presence and reputation
- Travel and occasional evening or weekend work required for donor meetings and events

CANDIDATE QUALIFICATIONS

- Bachelor's degree required
- Minimum of 5 years of progressive experience in fundraising within a nonprofit organization
- Demonstrated success in securing annual and leadership-level gifts at the five-figure level including direct donor solicitation and relationship management
- Proven ability to manage and analyze data to inform strategy, measure outcomes, and drive results
- Experience personally managing a portfolio of donors and conducting face-to-face solicitations
- Familiarity with donor databases/CRMs and fundraising analytics tools
- Understanding of donor pipeline development and moves management strategies
- Comfortable in a fast-paced, goal-oriented, mission driven environment bringing a solutions-oriented mindset

COMPENSATION AND BENEFITS

The Library Foundation is prepared to offer a competitive salary in the range of \$75,000 - \$90,000 commensurate with education and experience. A benefits package includes full medical insurance coverage for the employee. In addition, employees benefit from a robust retirement plan with an employer contribution equal to 15.1% of salary with immediate vesting. The Foundation also offers 10 days of vacation annually and two weeks of paid time off.

CONTACT

Ashley|Rountree and Associates has been exclusively retained by the Library Foundation to manage this search. To be considered, applicants should submit a cover letter, résumé, and a list of three professional references [here](#). For confidential inquiries, please contact Sarah Williams at swilliams@ashleyroutree.com.

The Library Foundation is an equal opportunity employer and does not discriminate based on race, color, national origin, gender, sexual orientation, gender identity, age, religion, disability, veteran status, or any other characteristic protected by law. ***The position described above is not a Louisville Metro Government position.***