

Job Title:	Development Director	Status: Full-Time, Exempt
Department:	Administration	Compensation: \$70,000-\$80,000 + benefits <i>commensurate with experience</i>
Description:	<p>Radnor Memorial Library is seeking a dynamic individual with a passion for libraries to fill the position of Development Director. The Development Director is responsible for creating and implementing development and fundraising strategies that increase philanthropic support for Radnor Memorial Library. This position plays a key role in the organization.</p> <p>Located along the beautiful Main Line, RML's recently renovated Library serves a community of 33,228, plus visitors from neighboring townships in Delaware, Chester and Montgomery counties. We provide a highly curated collection and a busy, welcoming space for people to work, study and relax. We also offer a full schedule of well-attended programs for all ages. We believe in the power of imagination and ideas and are dedicated to being the community's destination for discovery and engagement, a home for cultural and intellectual enrichment and learning.</p> <p>Applicants should have successful experience in nonprofit financial development. The successful candidate will have outstanding organizational and interpersonal skills and be expected to handle situations with professionalism while following all policies of Radnor Memorial Library and Delaware County Libraries.</p> <p>Duties will include (but are not limited to): developing and implementing library fundraising efforts, stewarding donor relationships, coordinating special events and fundraisers, identifying and soliciting potential donors, writing appeals & grants, creating annual reports and stewardship mailings, maintaining the donor database, and generating reports and acknowledgements.</p> <p>This is an in-person position with a regular Monday-Friday schedule (with evenings and weekends as needed). Full-time, candidates are preferred and eligible for a generous benefits package; however, qualified applicants seeking part-time employment will also be considered.</p>	
Required Qualifications:	<ul style="list-style-type: none"> • Bachelor's degree or higher • 5+ years of progressive fundraising experience with a demonstrated record of success in donor development and revenue generation. • Strong knowledge of donor cultivation, major gifts, grant writing, and stewardship practices. • Excellent interpersonal, written, and verbal communication skills. • Proven ability to work independently and collaboratively in a fast-paced environment. • Strong analytical, organizational, and time-management skills. • Proficiency with donor database software (e.g., eTapestry), Microsoft Office, Google Suite, and Canva. • Demonstrated ability to maintain confidentiality and handle sensitive donor information with professionalism. • Must provide PA Criminal History Record, Childline Child Abuse Clearance, and FBI Fingerprint Check before employment begins and upon renewal. 	
Preferred Qualifications:	<ul style="list-style-type: none"> • Experience working in a library, nonprofit, or educational setting. • Familiarity with eTapestry. • CFRE certification is a plus. 	
Physical Demands:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision.</p>	

Contact:	Please send a completed cover letter, resume, and three professional references to: Radnor Memorial Library 114 W Wayne Avenue Wayne, PA 19087 or by email to: shennessy@radnorlibrary.org For a full job description visit: radnorlibrary.org/employment
Deadline:	Open until filled