



Director of Community Giving Job Description

Organization

The Nashville Public Library Foundation (NPLF) is a nonprofit organization which raises money through private donations to support and enhance the programs and facilities of the Nashville Public Library. Founded in 1997, NPLF has raised more than \$80 million to advance the impact and reach of NPL programs and initiatives. For more information, please visit www.nplf.org.

At NPLF, we are deeply committed to creating a diverse, equitable, and inclusive workplace. We welcome and celebrate the unique experiences, perspectives, and identities that each team member brings. We believe that diversity strengthens our community and enhances our ability to achieve our mission.

Position Overview

The Director of Community Giving will be responsible for enhancing and expanding our community-giving program to increase revenue, attract and retain donors, and grow membership support. This will involve boosting revenue from Library Sustainers, our monthly recurring donors, and leading the Next Chapter Society, our group of emerging leaders. The Director will work towards raising awareness and engagement with the Foundation's campaigns and advocacy initiatives across all 21 branches of the Nashville Public Library.

Key responsibilities will include developing and implementing strategies for soliciting gifts under \$1,500, as well as managing fundraising and membership events for the Next Chapter Society in collaboration with the Next Chapter Society Council. The Director will also be tasked with expanding the Foundation's advocacy program to secure increased public funding for the Library. This will involve supporting the Advocacy Task Force and working with Library administration and staff to create and execute an annual advocacy plan. A crucial aspect of this plan is to increase the number and engagement of NPL Ambassadors—volunteers who advocate for the Library with local elected officials.

In addition, the Director will assist with the strategy and cultivation of planned gifts. This role will involve close collaboration with library staff, board members, young professionals, and volunteers and will be an integral part of the fundraising team.

The Director of Community Giving reports to the president of the NPLF.

Responsibilities

- Develop and implement inclusive strategies for individual donor solicitation, cultivation, and retention for all community-level giving.

- Collaborate with the Director of Marketing and Communications to create themes and marketing strategies for year-end appeals and community giving days.
- Partner with Foundation senior management and Library staff to maximize community giving and advocacy initiatives.
- Manage and support the Foundation's emerging leaders' group, the Next Chapter Society, with a focus on inclusivity and engagement.
- Oversee the planning and execution of an annual Next Chapter Society signature fundraising event in collaboration with the Director of Events.
- Provide support and resources to Branch Managers and Friends of the Library groups.
- Build a pipeline of potential Carnegie Society and planned giving donors, focusing on outreach to underrepresented communities.
- Guide and support the Advocacy Task Force in creating and implementing an annual advocacy plan, including recruitment and engagement of NPL Ambassadors from diverse backgrounds.
- Responsible for maintaining community giving donor records and analyzing data and reports with support from the operations team.
- Implement and activate stewardship best practices in collaboration with the fundraising team.
- Serve as a member of the fundraising team, participating in regular meetings, the planning and activities of the department, and assisting with other department priorities.
- Participate as a member of the fundraising team, assisting with department priorities and acting as an ambassador for the Library Foundation.
- Engage board members, staff, and other organizational supporters as appropriate.

Qualifications & Skills

- Bachelor's degree or equivalent experience
- 5-7 years of experience in fundraising or a related field
- Exceptional skills in verbal and written communication, with excellent interpersonal abilities.
- Strong writing, computer, and internet research skills
- Strong project management skills
- Flexible and creative, with strong attention to detail, excellent organizational skills, and the ability to meet deadlines
- Ability to collaborate with all levels of internal management and staff, as well as external donors, board members, and volunteers
- Ability to work in a fast-paced environment
- A strong commitment to and understanding of the Foundation's DEI initiatives
- Ability to perform numerical and program analysis
- Volunteer management experience is a plus
- Knowledge of local-level advocacy is a plus
- Skill and experience in MS Office, Raiser's Edge, Canva, and email marketing platforms
- Some nights and weekends required

Compensation and Benefits

The Director of Community Giving role is a full-time, 40 hours per week position. Salary range is \$65,000 - \$75,000, dependent on experience.

Benefits:

- 100% Employer-paid health for employee
- 401K Plan (with 6% employer match) after one year of employment
- Flexible Spending Account options
- Free garage parking and monthly phone stipend
- Hybrid work from home schedule
- 4 weeks of PTO

Why Join Us?

At NPLF, you'll be part of a vibrant, collaborative team making a real difference for the Nashville Public Library. This position offers an opportunity to engage with diverse and passionate individuals who are dedicated to enhancing public library programs and services. We offer competitive pay, comprehensive benefits, and a flexible, inclusive work environment.

How to Apply:

Please submit your resume and a cover letter to jobs@nplf.org. In your cover letter, tell us why you're excited about the opportunity to support the Nashville Public Library Foundation and how your skills align with this role.