



# **Montgomery County-Norristown Public Library**

*District Library Center serving Montgomery County, Pennsylvania*  
1001 Powell Street, Norristown, PA 19401  
Telephone: (610) 278-5100 • Website: [mnl.mclinc.org](http://mnl.mclinc.org)

## **Director of Development**

Montgomery County-Norristown Public Library is seeking a dynamic, energetic, and experienced leader to head our fundraising efforts and Capital Campaign as we pursue a major renovation to our building in Norristown. This person will help us engage the support of our community to create an exceptional library experience for everyone.

The Director of Development will manage a portfolio of prospective major gift donors in support of Montgomery County-Norristown Public Library, especially during the Annual Appeal campaign. This position is responsible for the oversight and coordination of fundraising. Working closely with the Executive Director, the Director of Development will plan and execute special fundraising events, manage grant writing and identification of new grant opportunities, and generate communication, newsletters, and annual reports.

### **Benefits we provide:**

- Salary: \$75,000-\$80,000 per/year
- Work schedule: 37 hours per week
- Generous paid time off
- Low-cost group health and dental insurance
- No-cost Life and Accidental Insurance
- Retirement Plan (403b plan)
- Flexible Spending Account
- Employee Assistance Program

### **About Us:**

Our mission at Montgomery County-Norristown Public Library (MC-NPL) is to be a gateway to lifelong learning by providing convenient access to resources that inform, educate, entertain, and enrich people's lives. MC-NPL has been fulfilling our mission for over 225 years. In addition to library services, we also serve as the district center that provides consultation, support and delivers items to all 34 libraries throughout Montgomery County Pennsylvania. In 2022 our main Library, bookmobile services, and four branches circulated over 586,492 items. MC-NPL is committed to serving our communities by providing them with sources of information, entertainment, and knowledge within our libraries and outside of our library walls.

### **Qualifications for Employment**

- Three years of relevant experience in fundraising or sales and 5+ years of professional experience in a nonprofit
- Familiarity with gift planning techniques.
- Bachelor's degree required. Master's degree preferred.
- Current valid driver's license and reliable transportation required.
- Advanced knowledge of Microsoft Excel, Word, and PowerPoint.

Potential employment is contingent upon the submission of the results of the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check. Completion of PA State Mandated Reporter Training within 30 days of hire is also required.

Qualified candidates, please email a cover letter, a resume, and a completed employment application to Maxine Clarke at [mclarke@mclinc.org](mailto:mclarke@mclinc.org). The employment application can be found at [www.mnl.mclinc.org](http://www.mnl.mclinc.org). *Montgomery County-Norristown Public Library is an equal opportunity employer.*