



**EAST CLEVELAND PUBLIC LIBRARY  
PROJECT DEVELOPMENT OFFICER (TEMPORARY)**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Project Development Officer (Temp.)</b>	<b>FLSA Status:</b>
<b>Reports To:</b>	<b>Executive Director</b>	<b>Grade:</b>
<b>Department:</b>	<b>ECPL Foundation</b>	<b>Last Revision: 09/17/2022</b>
<b>Approved By:</b>	<b>ECPL Trustees</b>	

**GENERAL SUMMARY:**

Under the supervision of the library's Executive Director, the Project Development Officer is responsible for creating and implementing the development of the library's property through fundraising and management strategies for the East Cleveland Public Library and while leading the East Cleveland Public Library Foundation.

**ESSENTIAL JOB RESPONSIBILITIES:**

- Work closely with the library's Board of Trustees, ECPL Foundation, Executive Director, and Fiscal Officer in creating, developing, and managing a Capital Improvement Plan for the East Cleveland Public Library.
- Lead all fundraising and donor strategies.
- Establish comprehensive short-term and long-range goals for funding sources.
- Develop a customized approach to encourage individuals, businesses, and foundations to donate to the annual campaign, give major gifts, and participate special events and/or grants.
- Research public and private grant sources to identify sources of funding.
- Organize individual donor campaigns.
- Build and maintain a donor database using specialized software.
- Produce donor solicitation promotional materials to secure, retain, or upgrade gifts and cultivate donors by producing specialized correspondence, preparing timely letters of acknowledgment, and scheduling and attending in-person visits.
- Evaluate and report all fundraising and grant activities to the Library Director.
- Evaluate and report all donor activities through the ECPL Foundation to the library's Board of Trustees.
- Attend the East Cleveland Public Library Board of Trustees and the Friends of the Library monthly board meetings.
- Work closely with vendors and contractors associated with the Capital Improvement and expansion plans.
- Other duties may be assigned.

**QUALIFICATIONS:**

Bachelor's degree or equivalent years of work experience in marketing, business administration or a closely related field preferred; or three (3) years progressively responsible experience in business development, fundraising, grant writing, coordinating special events, communications or public relations; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities. Experience with public libraries is desirable.

**SKILLS:**

Knowledge of acceptable practices and standards of public relations, principles, and practices of effective communication; grant writing and grant administration; donor development and fundraising; and of the laws and regulations that impact the work performed.

Excellent skill in public relations and in maintaining effective working relationships; making public presentations; advanced skill in using Microsoft Outlook, Word, Excel, PowerPoint, and donor management software; analyzing and solving problems; written and oral communications; performing research; skill in fundraising databases preferred.

Ability to seek innovative methods of fundraising; prepare financial reports; identify problems, collect data, establish facts, and draw valid conclusions.

Knowledge of trade contractors include electricians, carpenters, plumbers, and brick masons, all that work on the construction, renovation, or repair of buildings and other structures

**OTHER REQUIREMENTS:**

Valid Ohio driver's license.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear and occasionally required to stand, walk, and use hands and fingers to handle or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. The noise level in the work environment is usually quiet.

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**I acknowledge receipt of this job description, and understand my responsibility to read and comply herein and any subsequent revisions; and I acknowledge receipt of my copy of the job description and that a copy of this acknowledgement will go into my personal file.**

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**Employee's Signature**

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**Employee's Name (Print)**

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**Date**