

**Location:** Prince George's County Memorial Library System (PGCMLS)

**Job Title:** Development Manager

**Responsibilities:** The Development Manager is a member of the Leadership Team and reports to the Library's Chief Operating Officer for Communication and Outreach. The Development Manager is responsible for managing--at the direction of the CEO and COO for Communication and Outreach--all aspects of fundraising to support the development and enhancement of Library services that meet the needs and interests of Prince George's County residents. The Development Manager is also the primary liaison between the library staff and the PGCMLS Foundation Board and the Library's friends groups. The Development Manager is responsible for cultivating innovative financial resources to support new/expanding Library services and executing fundraising strategies and initiatives that may include annual fund drives, planned giving, major gifts, endowment planning, grant solicitation/reporting, and assisting with Library advocacy efforts.

The Development Manager has promotion potential to a director-level position.

**Requirements:** Bachelor's degree in business management, public administrations, marketing, communications, or related field required. 7+ years fundraising and development experience. Experience developing funding proposals and securing gifts and grants in excess of \$100,000. Certified Fundraising Executive credential strongly preferred. Membership in fundraising professional associations preferred. Bilingual in English and a second language preferred. Knowledge of board governance and skill in cultivating board engagement. Excellent presentation skills. Strong organizational and networking skills. Experience growing and managing a comprehensive fundraising department that includes outreach to government officials, individual major gifts, foundation grants and/or special events. Demonstrated ability to manage grant writing and write successful grants and funding proposals. Knowledge of public relations and marketing.

**Salary Range:** PGCMLS offers competitive compensation based on prior experience, education, and position requirements. Medical, dental, vision, life insurance, paid time off (holidays, vacation, sick and personal) and retirement benefits are offered.

**Application Process:** Interested candidates should apply online, upload a current resume and letter of interest, and complete required skills assessment tests.

View the full job announcement at: [PGCMLS](#)

**Special Requests:**

**Closing Date:** This is an open until filled recruitment and may close at any time without prior notice.