

Where you find it



BALTIMORE COUNTY PUBLIC LIBRARY
320 York Road
Towson, Maryland 21204
410-887-6177
www.bcpl.jobs

VACANCY ANNOUNCEMENT

Full Time Position

POSITION:

Development Specialist
Grade 70

SALARY RANGE:

\$45,725-\$70,905

LOCATION:

Marketing and Development Department
Administrative Offices-Towson

NATURE OF WORK:

Under the direction of the Manager of Marketing and Development, coordinates and performs a variety of development activities to enhance BCPL resources. In conjunction with the Marketing and Development Manager, implements and evaluates the library's resource enhancement activities. Assists with planning developing, implementing and evaluating the Foundation Development Plan. Ensures coordination and effectiveness of fundraising efforts by providing expertise, guidance and communication with and between BCPL staff and Foundation. Provides support for Foundation for BCPL activities as appropriate. Writes, reviews and tracks grant applications and awards. Develops and administers donor recognition program. Actively solicits gifts for the Foundation. Performs additional related duties in order to meet the needs of the department, library and system.

MINIMUM QUALIFICATIONS:

B.A. or B.S. required. Three years working in development areas such as annual giving, special events, corporate giving, grant writing and/or major gift programs. Strong understanding of development process. Additional experience beyond the minimum requirement will be accepted year for year in lieu of college degree.

ESSENTIAL REQUIREMENTS
OF THE JOB:

To plan and coordinate work of others. Excellent communication skills. Ability to write and speak clearly and effectively. Dependability, creativity, flexibility, initiative and good judgment. Regular job attendance. Ability to use a phone and computer keyboard

CONDITIONS OF EMPLOYMENT:

This position may involve working evenings and weekends. Regular job attendance and punctuality. Must be able to travel throughout the system and outside the system to attend meetings. This position is eligible for systemwide transfer. **This position requires a post-offer physical and drug screen.**

HOW TO APPLY:

Application and resume should be submitted in writing to the Human Resources Department at 320 York Road, Towson, MD 21204 **no later than 5:00 p.m. October 10, 2008.** Fax: 410-887-3025; E-mail: human_resources@bcpl.net (MS Word attachments only) Applications may be submitted online at www.bcpl.jobs. Previous applicants remain under consideration. No need to reapply.

DATE ISSUED: September 26, 2008
2009-007

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IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. IF YOU NEED ASSISTANCE WITH ANY ASPECT OF THE APPLICATION PROCESS, PLEASE CALL THE HUMAN RESOURCES DEPARTMENT -410- 887-6177 OR TDD-410-821-5705. U.S. LAW REQUIRES ALL APPLICANTS TO SHOW PROOF OF IDENTITY AND RIGHT TO WORK IN U.S.