Executive Director & Chief Advancement Officer

Job Description

Job Title	Executive Director & Chief Advancement Officer	**Location**	Des Moines, Iowa
Reports To	Board of Directors	**Schedule**	Full time
FLSA	EXEMPT	**Salary**	$110,000-$120,000

Supervises: Development Manager; Assistant Director

Position Summary

Reporting to the Board of Directors, the Executive Director & Chief Advancement Officer serves as the Foundation's strategic and visionary leader, principal fundraiser, and primary spokesperson. In this role, they set organizational direction, build strong relationships with the Foundation's highest-potential donors and funders, and lead a small team responsible for development, donor services, and operations.

The role brings together organizational leadership and hands-on fundraising. The next leader will maintain an active portfolio of donor relationships and giving opportunities, while working alongside the Board to align Foundation resources with Library priorities.

Fundraising and External Relations

Philanthropic Leadership and Fund Development

- Lead a diversified fundraising strategy, setting revenue goals across individual giving, corporate support, grants, and legacy gifts.
- Personally manage relationships with the Foundation's highest-potential donors and funders, soliciting and securing significant gifts while honoring donor intent and Foundation commitments.
- Work alongside Board members and community partners to build connections, attract new donors, and strengthen lasting philanthropic support.
- Monitor and share fundraising progress and revenue projections, recommending adjustments as needed.

Strategic Marketing, Communications, and Visibility

- Direct the Foundation's marketing and communications strategy, strengthening its public presence and serving as primary spokesperson.
- Tell the story of the Library's impact and the Foundation's contribution in ways that inspire giving and community support.
- Oversee campaigns, event promotion, and donor communications through staff and contracted expertise.
- Shape significant donor messages, public presentations, and sensitive communications, maintaining a clear and consistent Foundation voice.

Organizational Leadership and Management

Strategic Leadership and Planning

- Lead implementation of the Foundation's Board-approved strategic priorities, translating them into annual goals, staff responsibilities, and measurable results.
- Align organizational ambition with staffing, resources, and Board commitments.

- Evaluate progress toward organizational goals to guide priorities and resource allocation to strengthen results.

Staff Leadership and Operations

- Lead and develop staff, creating a welcoming, collaborative culture grounded in respect, inclusion, clear expectations, shared accountability, and professional growth.
- Guide effective operations and implementation of Board-approved policies within delegated authority.
- Coordinate staff, volunteers, and contracted expertise to support organizational priorities and make effective use of available capacity.

Financial Leadership and Organizational Resilience

- Develop the annual budget and financial planning in partnership with the Treasurer and Budget and Finance Committee, with Board approval and regular reporting on financial performance.
- Ensure sound financial practices, reporting, and audit coordination through staff and contracted accounting support.
- Strengthen the Foundation's long-term resilience through responsible resource management, appropriate risk and compliance practices, and protection of confidential information and essential operations.

Board and Library Relations

Board Engagement and Governance

- Build a strong partnership with the Board, supporting effective governance, Board development, and meaningful member participation in the Foundation's priorities.
- Provide timely organizational, financial, and fundraising information, along with recommendations and coordinated meeting support, to help the Board exercise oversight and make informed decisions.

Library Partnership and Advocacy

- Serve as the principal Foundation liaison to Library leadership, the Library Board of Trustees, and the Foundation Board.
- Collaborate with Library leadership and both governing Boards to identify shared funding priorities and connect them with philanthropic support.
- Advance Foundation advocacy and strategic partnerships, building community relationships and communicating the Library's value and results.

Critical Success Factors

- Strategic judgment paired with the ability to turn priorities into funded, measurable action.
- Proven ability to personally secure significant philanthropic gifts and sustain donor relationships.
- Exceptional communication and interpersonal skills, with emotional intelligence, cultural awareness, and the ability to collaborate, build trust, and connect with people of diverse backgrounds and perspectives.
- Ability to work collaboratively with Library leadership, the Board of Trustees, and Foundation Board of Directors while maintaining clear Foundation accountability.
- Strong financial judgment, understanding of accounting practices, and disciplined use of performance information.
- Ability to lead a small team with clear responsibilities, realistic workloads, and effective coordination.
- Strong analytical thinking with the ability to interpret data, recognize trends, navigate competing priorities, and translate insights into informed decisions and measurable results.
- Familiarity with laws and regulations relevant to nonprofit operations and fundraising.
- Trustworthiness, ethical judgment, and a commitment to public libraries.

Qualifications and Experience Requirements

- Bachelor's degree in public or business administration, marketing, communications, or a related field, or an equivalent combination of education and experience. Master's degree preferred.
- A minimum of five years of fundraising experience.
- Demonstrated success building donor relationships and soliciting and securing significant gifts, with experience in major gifts and corporate, foundation, or planned giving.
- Proven ability to develop and manage organizational strategy, goals, programs, and budgets; to lead staff; and to achieve results.
- A background in nonprofit leadership, grant development, and working with a Board of Directors.
- Familiarity with libraries and library operations preferred.

Working Conditions

The role includes office work, donor, and partner meetings, public presentations and Foundation events. Some evening and weekend commitments will be needed to fulfill these responsibilities. The Executive Director & CAO will work on-site in the Foundation office, though the position is eligible for occasional remote work. The Executive Director & CAO will be working in a sitting position for the majority of the work period, with intermittent standing, bending, kneeling, or carrying items such as papers, books, files, and objects weighing up to 30 pounds. Good working conditions with little exposure to extremes in noise and temperature. This position may require occasional travel (locally and/or out of state) for meetings, conferences, and other work-related events not to exceed 10% per year.

The Des Moines Public Library Foundation is an equal opportunity employer committed to a workplace free of discrimination, harassment and intimidation. Employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other status protected by applicable law. All qualified applicants are encouraged to apply.