



# Executive Director & Chief Advancement Officer Position Announcement

The Des Moines Public Library Foundation is seeking an Executive Director & Chief Advancement Officer to grow philanthropic support, strengthen community relationships, and lead the Foundation's work in partnership with the Des Moines Public Library.

|                               |                  |                 |                     |
|-------------------------------|------------------|-----------------|---------------------|
| <b>Location</b>               | Des Moines, Iowa | <b>Schedule</b> | Full time           |
| <b>Anticipated Start Date</b> | January 2027     | <b>Salary</b>   | \$110,000–\$120,000 |

## ABOUT THE FOUNDATION

The Des Moines Public Library Foundation connects donors and community partners with possibilities to support the Des Moines Public Library. Through philanthropy and advocacy, the Foundation helps advance Library priorities and communicates the value of the Library's work to the community.

## ABOUT THE ROLE

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.

## LEADERSHIP PRIORITIES

### Expand Philanthropic Support

- Lead fundraising strategy and personally build donor relationships; solicit and secure major, corporate, foundation, and legacy gifts.
- Broaden the Foundation's donor base and develop diverse, sustainable sources of revenue.
- Work alongside Board members and community partners to build connections and inspire philanthropic support.
- Connect fundraising initiatives and storytelling focusing on the Library's impact.

### Advance Library Priorities

- Collaborate with Library leadership and both governing Boards to identify shared funding priorities.
- Build strategic partnerships that connect Library needs with philanthropic opportunities.
- Lead Foundation advocacy and communicate the Library's value to donors and the broader community.
- Demonstrate how Foundation support advances shared goals and achieves meaningful results.

### Strengthen Foundation Leadership and Operations

- Lead and develop staff with clear responsibilities, shared accountability, and sustainable workloads.
- Guide financial planning and resource decisions in partnership with the Treasurer and Board of Directors.
- Support effective Board governance with timely information and a strong partnership between staff and Board members.
- Maintain sound operations and accountability for fundraising results, donor commitments, and organizational performance.

## WHAT WE ARE LOOKING FOR

- 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.
- A collaborative, thoughtful leader who brings emotional intelligence, sound judgment, and a commitment to creating a welcoming and inclusive organizational culture.

## WHY THE LIBRARY FOUNDATION? WHY NOW?

From a child's first book to an adult's next career move, the Library opens doors. The Foundation brings community generosity behind that work, helping Library services reach further and do more. This is your chance to lead that momentum. As Executive Director & Chief Advancement Officer, you will:

- Inspire donors to turn their passion for public libraries into gifts that make a difference.
- Connect community generosity with the Library's next big possibilities.
- Help shape a future for the Foundation as ambitious as the community it serves.
- Elevate the Foundation's voice and champion the value of public libraries.
- Lead a dedicated team and work alongside the Board to strengthen the Foundation's future.

Bring your vision. Build the relationships. Help write the next chapter.

## HOW TO APPLY

Prior to applying, please review the complete job description, position requirements, and additional materials at [www.dmplfoundation.org](http://www.dmplfoundation.org). Please submit a resume and cover letter (no more than 500 words) outlining your qualifications, leadership philosophy, and interest in the Executive Director & Chief Advancement Officer position.

Your cover letter should describe:

- Your leadership approach and philosophy.
- Your experience building partnerships, raising funds, and leading organizations.
- Your connection to public libraries and understanding of the value they bring to the community.
- Why you believe you are the right leader for the Des Moines Public Library Foundation's next chapter.

**Application Deadline: Friday, November 20, 2026**

**Submit Application Materials via email to:** Cassandra Halls, [c.halls@2ttop.com](mailto:c.halls@2ttop.com)

Final candidates will be subject to a background check prior to an offer of employment. This may include verification of employment history, education, criminal record, and other relevant information.

*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.*