Cleve J. Fredricksen Library
Job Description

Development Office Assistant
Part time
Non-exempt

Job summary: Performs a variety of clerical functions to support the development department and leads special fundraising events; works under the direct supervision of the development director.

Essential Functions:

1. Maintains development donor databases
2. Provides secretarial support for development department i.e., letters, labels, information, etc.
3. Leads and organizes the preparation, execution and wrap up of development office projects and special fundraising events
4. Provides information about development department efforts to marketing department for press releases to media and community outlets
5. Attends staff, county and other professional meetings
6. Participates in and strengthens library and branch teams
7. Maintains memorial donations records and related correspondence
8. Complies with continuing education requirements
9. Runs errands when needed for Development Director (i.e. dropping off bank deposits, picking up sponsor materials, etc.)
10. Other projects and responsibilities may be added at the supervisor’s discretion

Required Knowledge, Skills, and Abilities:

1. Ability to operate computers and knowledge of software products such as Microsoft Office
2. Excellent organizational skills
3. Effective written and verbal communication skills including the ability to type 50 words per minute
4. Detail oriented
5. Driver’s license and reliable transportation

Education:

- College degree with business coursework preferred
- Previous office experience preferred
Physical and Environmental Conditions: Work regularly demands physical effort in the handling of moderately heavy materials or boxes as well as manual dexterity and visual acuity when working with a computer. Regularly uses repetitive movements and views small print while typing documents on a computer. Work requires sitting for extended periods of time. Work regularly requires driving to various locations as needed.

The work environment involves everyday risks which require normal safety precautions typical of such places as offices, meeting rooms, and libraries, e.g., the use safe of work place practices with office equipment, avoidance of trips and falls, and observance of fire regulations.

This document describes the position currently available. It is not an employment contract. The Cleve J. Fredricksen Library and East Pennsboro Branch Library reserve the right to modify job duties or job descriptions at any time. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.