

**Joseph T. Simpson Public Library
Development Coordinator
Adopted August 8, 2017**

Summary

Part Time (20-25 hours per week). Non-Exempt. Includes evening and weekend hours. Plans, directs, coordinates, and implements development activities to maintain and increase funding for the Joseph T. Simpson Public Library. Develops and manages all elements of the library's giving campaigns. Tracks and measures the success of fundraising activities. Establishes and maintains working relationships with library board members, donors, and key stakeholders. Identifies and develops new opportunities for giving. Position functions under direction of Executive Director and Business and Individual Solicitations committee.

Education and Experience

Bachelor's degree in communication, public relations, journalism or a related field and one to three years' experience in fundraising or marketing, preferably for small non-profits or service-based organizations, or any combination of training and experience which demonstrates the ability to perform the essential functions of the position.

Immediate Supervisor

Executive Director

Required Knowledge, Skills, and Abilities

- Successful experience in nonprofit financial development including operating, capital and endowment fundraising.
- Outstanding organizational and interpersonal skills.
- Proven attention to detail and follow-through.
- Excellent computer skills and database management experience.
- Commitment to confidentiality.
- Excellent written and oral communication skills, courteously and professionally interacts with all library stakeholders.

Essential Duties and Responsibilities

Donor Relations & Fundraising

- Creates a case for support through coordination with staff to identify needs, develop projects and build awareness for funding.
- Cultivates individual donor relationships through personal visits, correspondence, prospect and donor receptions, appeals, etc.
- Actively solicits gifts for priority projects, programs and services.
- Builds the donor base and further relationships with donors.
- Develops and nurtures a planned giving program.
- Continues building the endowment to provide long-term support for the library.

- Manages the donor database, tracks contributions and researches prospect information.
- Manages appropriate recognition of donations to donors.
- Drafts annual fundraising plans and goals working with the Executive Director, based on needs and opportunities, as supported by the Library Board.
- Researches and prioritizes grants to be written. Identifies, drafts, and submits proposals. Submits timely grant progress reports.
- Creates and implements effective donor relationship-building plans.
- Manages fundraising records and provides timely reports.
- Serves as staff liaison for Business and Individual Solicitation Committee organizing and implementing all fundraising activities.
- Manages special events and activities, including recruitment of volunteers, sponsors, and participants.
- Engages staff, Friends of the Library and Trustees in the fundraising process.
- Writes, designs, edits, produces, and distributes fundraising appeals, press releases, newsletters, or other publications that support fundraising, including thank you letters.

Community Relations & Marketing

- Engages with Mechanicsburg community as an active, involved citizen.
- Makes personal appearances and give presentations to various audiences to develop relationships and promote the Library.
- Directs efforts to increase the Library's prominence in the community as an organization worthy of support.

Working Conditions and Physical Demands

- Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, stoop, lift and carry.
- Use hand and finger motion with enough manual dexterity to use computers and handle library items.
- Duties are performed in surroundings where undesirable physical conditions and hazards are minor and controllable.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Employment Clearances

Must have FBI criminal history, Pennsylvania Child Abuse and Pennsylvania State Police Criminal History clearances that qualify the individual for employment as outlined in the library system's Employee Clearances policy.