

<https://www.tredyffrinlibraries.org/fundraising-associate-tredyffrin-public-library/>

Fundraising Associate: Tredyffrin Public Library

Description

Tredyffrin Township Libraries are seeking a part-time Fundraising Associate to help to organize, put into action and oversee a comprehensive fundraising plan to support the operations of the Tredyffrin Township Libraries (Tredyffrin Public Library and Paoli Library). The person in this position plays a major role in coordinating fundraising efforts including individual and corporate donations, special events fundraising, and planned giving. This is a part-time, 18 hours/week position. Working hours will vary depending on scheduling needs and associated promotional activities and include evening and weekend hours.

EOE employer. Position open until filled.

Responsibilities

- Works with the Director, Library Board of Trustees, and Library Foundation to formulate fundraising strategies for short-term and long-term fundraising
- Coordinates and administers fundraising events
- Develops and administers a planned giving program
- Assists with coordinating the Tredyffrin Township Libraries Annual Appeal campaign
- Identifies and coordinates opportunities for donor engagement and thank you events (e.g. galas, dinners, receptions)
- Researches grant opportunities and prepares or aids in the preparation of grant applications
- Produces reports as needed. Communicates regularly with the Director, Board, and Library Staff to facilitate efficient work and provides pertinent updates

Physical requirements of this position are the ability to: operate computer equipment and keyboards with ease; handle and move 25 lb. tables; sit, walk, and/or stand for extended periods of time; stoop, and reach in a confined area; wheel books or equipment weighing up to 125 lbs.; operate a variety of computer and standard office machines.

Qualifications

- Advanced degree in business or fundraising experience preferred
- Experience working successfully with boards
- Some experience in applying this knowledge to develop and carry out successful fundraising
- Current child abuse clearance, current state background clearance, current federal background clearance (must be obtained prior to start)

Contacts

Employment Type

Part Time

Department

Administrative

Job Location

Strafford

Working Hours

18 hours weekly

Date posted

April 26, 2018

Submit questions or cover letter/resume to Chris Kibler at ckibler@ccls.org with subject heading 'Fundraising Associate'