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is an Equal Opportunity Employer
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**CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH**



Requisition# 2460
Title FT Development Coordinator
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Chester County Library System has an opening for a Development Officer. This position is responsible for meeting the diverse consulting and fund development needs of the Chester County Library (CCL) and the Chester County Library System (CCLS) and its members; especially imperative is to assist in coordination of efforts, develop new revenue streams and grow assets, including fund balance, donor database, donor relationships, and awareness and support of the Chester County Library, the Chester County Library System and its Member Libraries and designated 3rd party organizations. This position also serves as a representative of the Library System at numerous internal and external meetings, and serves on various committees as required.

The ideal candidate for this position will hold at a minimum a bachelor's degree in a related field, with at least two to four years progressive relevant experience in development and fundraising. This position requires strong customer service and interpersonal skills, as well as a desire and ability to work cooperatively with people from various departments and organizations as a team member. Excellent oral and written communication skills are essential, as is the ability to maintain composure in all public arenas. In addition, the candidate must possess excellent presentation and technically related skills, and must be able to work within deadlines.

The successful candidate will have knowledge of current best practices in fund development and understanding of working with a variety of constituent groups to coordinate or lead efforts. Knowledge of Microsoft Office is required. Knowledge of current fundraising software use (ex. E-tapestry) is preferred. Must possess a valid driver's license.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

A completed application, resume and cover letter are required.

Position Type: Full-Time / Exempt

Salary Information: Salary range available beginning at \$55,375.32 annually based on education and experience.

Shift: 8:30 a.m. - 4:30 p.m.

Weekly Hours: 35

Deadline: Applications will be accepted until position is filled.

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698