



1010 Guard Street | Friday Harbor, WA 98250  
(360) 378-2798 | [www.sjlib.org](http://www.sjlib.org)

## Position Description

### Fundraising Associate

**Position Description:** To raise awareness and lead fundraising efforts to support operations and maintenance of the current library, and the new library building project; cultivate donors, manage donor database, and conduct donor and other communications as needed; plan fundraising events

**Job Status:** Part-time hourly position, flexible, 15 hours per week. Workdays are both traditional and non-traditional as necessary to support events and other activities. Partial remote work is possible. Salary: \$35/hour. Benefits: paid vacation and sick leave; paid holidays. No retirement or health benefits.

#### Position-Specific Responsibilities and Expectations:

##### Annual Appeals & Online Campaigns

- Prepare donor communications including appeal materials in different formats
- Coordinate production and mailing of year-end appeal letters, including list management
- Coordinate online giving day campaigns
- Process donations, prepare acknowledgement letters and thank you notes, coordinate all donor recognition (personal notes, check-ins, calls, meetings, etc.)

##### Internal & External Communications

- Produce and maintain marketing materials for the variety of fundraising methods used, including website, social media, and newsletters
- Create fundraising reports as needed, including monthly board reports
- Coordinate with Friends of the Library as needed; provide monthly updates at FOL board meetings

##### Donor Cultivation

- Maintain contact with active donors and foundations
- Develop relationships with potential donors, grantors, and other local organizations
- Solicit major and minor gifts
- Update and maintain donor database records

##### Grants

- Research grant opportunities and write grants for library programs and projects
- Collaborate with staff on appropriate grant applications
- Provide timely follow up for grant awards, including required reporting

##### Events

- Attend community events to meet nonprofit peers and partners, and potential donors
- Plan and host donor and other fundraising events

#### Expand Donor Methods

- Develop further methods of fundraising for the organization such as planned giving and endowments

#### General Staff Responsibilities and Expectations:

##### Customer Service

- Provides accurate and consistent access to information, materials, services, and programs to patrons and co-workers in a timely manner and with a good attitude
- Makes accurate referrals to co-workers, supervisor, or other community agencies as appropriate
- Interprets policies and procedures to public in a customer-responsive manner

##### Library Operations

- Observes safety hazards and emergency procedures
- Observes library policies
- Identifies problems and reports appropriately to Director
- Operates all office equipment and performs necessary office procedures utilizing printer/copier, telephones, and others as appropriate
- Operates all library equipment and performs necessary library procedures utilizing computers, DVD player, projector, and others as appropriate
- Follows all opening and closing procedures
- Performs variety of duties supporting the overall operation of the Library as assigned

##### Professionalism

- Maintains working knowledge of materials collections, services, and programs.
- Attends workshops, trainings, and conferences as appropriate
- Participates in staff development activities
- Continually strives to increase job-related skills and knowledge
- Shares professional information with co-workers
- Adheres to library standards for conduct and work performance as well as ALA Code of Ethics and Bill of Rights

##### Teamwork

- Works cooperatively with co-workers, volunteers, and supervisor
- Displays flexibility in working with others
- Effectively communicates with co-workers
- Takes initiative
- Makes suggestions for solutions to problems
- Participates constructively in meetings
- Recognizes co-workers and volunteers for work well done
- Displays leadership qualities

This job description does not constitute an employment agreement and is subject to change as the needs of the District and the requirements of the position change.

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**Qualifications/Experience – Required**

- A minimum of two years' experience in a nonprofit or educational development office
- Proficiency in Microsoft Word, Excel and PowerPoint
- Excellent verbal and written communication skills, including large group presentations
- Ability to organize and prioritize multiple projects to meet deadlines
- Excellent interpersonal skills

**Qualifications/Experience – Preferred**

- Associate's or Bachelor's degree in a related field
- Familiarity with San Juan Island community and library services/programs
- Database management experience (Bloomerang, Raiser's Edge, or similar)
- Event planning experience
- Graphic design experience