Fundraising Associate

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

**Job Status:** Part-time hourly position, flexible, 15 hours per week to start. Workdays are both traditional and non-traditional as necessary to support events and other activities. Partial remote work optional. Salary range: $27,450 - $33,360 per year. 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
- Coordinate online giving day campaigns

**Internal & External Communications**
- Produce marketing materials in different formats
- Create fundraising reports as needed
- Coordinate with Friends of the Library as needed

**Donor Cultivation**
- Process donations and coordinate donor recognition including acknowledgement letters and thank you notes
- Update and maintain donor database records
- Maintain contact with active donors and foundations (personal notes, check-ins, calls, meetings, etc.)
- Develop relationships with potential donors, grantors, and other local organizations
- Solicit major and minor gifts

**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 donor and fundraising meetings and events as required

**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.*

Qualifications/Experience – Required
- A minimum of two years’ experience in a nonprofit or educational development role
- 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