



san juan island
LIBRARY

1010 Guard Street | Friday Harbor, WA 98250
(360) 378-2798 | 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 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