Job Title
Development Coordinator

Reports to
Nonprofit Director

Grade 3

Job Purpose
The Development Coordinator implements all aspects of the Library’s fundraising and development strategies and works with the Nonprofit Director to ensure that the Library meets its annual and long-range development goals.
This is accomplished by planning, organizing and carrying out all Library fundraising efforts, including donor relations, annual giving, fundraising events, grant writing, planned giving, etc.

Qualifications
Avid support for the Library’s mission. Excitement and energy for fundraising and the initiative to identify and implement new fundraising opportunities. Ability to build community support and promote the Library with diplomacy and finesse. Excellent written and verbal communication skills. Ability to think creatively and solve complex problems. Experience with donor database management, marketing, graphic design and/or social networking skills preferred. Bachelor’s degree in related field and relevant experience required.

Duties and Responsibilities
- Establishes and maintains strong relationships with potential and current donors.
- Encourages and solicits new and continuing gifts to the annual fund, special campaigns, reserved funds, and endowment.
- Plans and implements all current and future Library fundraising initiatives and events.
- Initiates and completes regular donor solicitation mailings. Acknowledges all donors and donations.
- Manages all aspects of the donor database from data entry and donation tracking to reporting and updating.
- Promotes fundraising efforts effectively to general and target audiences through use of the Library’s communication platforms.
- Researches, prepares, and manages public and private grant opportunities.
- Develops and encourages planned giving initiatives.
- Strives to continually improve the Library’s fundraising initiatives.
- Cultivates volunteer support for fundraising events.
- Prepares reports for Library administrators, as required.
- Attends Board or Board committee meetings, as requested.
- Performs other duties, as requested by Library Administrators.