



24 N. Reading Ave.  
Boyertown, PA 19512  
boyertowncl@berks.lib.pa.us

610-369-0496

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**Position: Development Coordinator**

**Reports to: Library Director**

**Position Summary:**

Reporting to and in partnership with the Library Director, the Development Coordinator will spearhead both annual and capital development efforts at the Boyertown Community Library. A new position in the organization, the Development Coordinator will have the opportunity to build the development function. The successful candidate will have proven success in fundraising, community engagement, goal-setting and achievement.

**Essential Functions:**

- Work in partnership with the Library Director and the Board of Trustees to develop, meet, and evaluate financial goals, both annual operating and capital.
- Recruit, orient, and work with a fundraising committee that includes board members and members of the community at large.
- Develop and execute fundraising plans to meet capital needs.
- Develop and execute the library's annual fundraising campaign.
- Develop and execute a strategy for growing the donor base.
- Work with the Board of Trustees, and others, to identify, cultivate, and solicit major donors and prospects, including individuals, foundations, and corporations.
- Develop and maintain communications with donors, foundations, corporations, municipalities, and community-benefit organizations to remain currently attuned to their philanthropic interests.
- Collaborate with staff, board, and Friends group on the management and planning of fundraising events and donor receptions.
- Evaluate our current donor management software, and other available options for cost and function; recommend changes to the Library Director, and implement transition if needed.
- Track and acknowledge donations received.
- Stay informed of state grant cycles and prioritize those that would be appropriate for the Boyertown Community Library.
- Prepare grant proposals for state agencies, foundations, corporations, and other organizations.

- Work with the Library Director to maintain financial records and reports for grants received.
- Revisit this job description and essential responsibilities annually as the development program evolves and matures.

**Knowledge, Skills, and Abilities:**

- Ability to establish and maintain effective working relationships with board members, staff, donors, and other stakeholders.
- Ability to set and prioritize goals in an environment of limited resources and competing needs. Ability to exercise initiative and independent judgment.
- Ability to prepare communications both written and verbal and to present ideas effectively.
- Knowledge of computers, the internet, office software, and donor management software. Knowledge of the principles and roles of public libraries is helpful but not required.

**Qualifications:**

- BA required
- 2 years of experience in grant writing, institutional advancement or development
- Demonstrated excellence in writing, organizational, managerial, and communication skills

Part time position, 20-24 hours/week, likely to require some evenings and Saturdays. Success may lead to full time employment with benefits.

Salary range: \$15-19 per hour

Resumes can be sent via email to Susan Lopez at [sbodirector@gmail.com](mailto:sbodirector@gmail.com) or by mail at 24 N. Reading Ave., Boyertown, PA 19512.