



24 N. Reading Ave.
Boyertown, PA 19512
boyertowncl@berks.lib.pa.us
610-369-0496

Position: Development Coordinator
Reports to: Executive Director

Salary Range: \$18-20 per hour

Position Summary:

Reporting to and in partnership with the Director, the Development Coordinator will spearhead both annual and capital development efforts at the Boyertown Community Library. 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 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 a donor database.
- 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, and 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 director, and implementation transition if needed.
- Track and acknowledge donations received.
- Stay informed of state grant cycles and prioritize those that would be appropriate for the library.
- Prepare grant proposals for state agencies, foundations, corporations, and other organizations.
- Work with the 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.
- Assist library director with program promotion and social media management.
- Write press releases and communicate with media contacts.
- Attend monthly board meetings and fundraising committee meetings.

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 judgement.
- Ability to prepare communications both written and verbal and to present ideas effectively.
- Knowledge of computers, internet, office software, donor management software, social media. Knowledge of the principles and roles of public libraries is helpful.

Qualifications:

- BA required
- PA Criminal Background, Child Abuse, and Fingerprint Clearances
- 2 years of experience in grant writing, institutional advancement or development
- Demonstrated excellence in writing, organizational, managerial, and communication skills

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

Resumes can be sent via email to Denise Pulgino Stout at sbodirector@gmail.com

Deadline: September, 30, 2022 or until position is filled.