



**Position: Part-Time Fundraising & Development Assistant
Hagaman Memorial Library**

Position: Part-Time Fundraising & Development Assistant

Direct Supervisor: Library Director

Description: Hagaman Library has an opening for the newly created position of Part-Time Fundraising & Development Assistant. This is a position of increased trust and responsibility, encompassing program planning and execution as well as marketing tasks to promote the library, both in print and online. Working both independently and with the Library Director, responsibilities include planning and implementing fundraisers to benefit the library, creating seasonal event brochures and newsletters, spearheading social media and other advertising campaigns, and assisting with other projects, as assigned.

Schedule: The position will start at 10 hours per week with a flexible schedule. Up to 24 hours per week may become available as the position develops.

Compensation & Other Benefits: \$18.20 – \$25.43 per hour; partial benefits including paid time off

Responsibilities:

- Maintains excellent constructive communication with the Library Director, Supervisors, and library staff to maintain a collegial and positive team environment for all
- Plans work and establishes priorities to ensure tasks are accomplished within deadlines
- Using established templates, creates seasonal event brochures for publication
- Working with other staff, oversees and implements social media and other advertising campaigns and initiatives to promote the library, our events, and our town
- Working with the Library Director, researches, recommends, develops, plans, promotes, and executes fundraising campaigns, grants, and other events from start to finish
- Provides recommendations to the Library Director for new fundraisers, grants, and events
- Coordinates and consults with outside vendors and companies
- Maintains records of all funds received and expended, and reports these to the Library Director and Library Bookkeeper. Gives all funds received to the Bookkeeper to be deposited
- Develops and maintains a database of donors and local businesses, and performs outreach to strengthens the relationship between donors and the library
- Prepares monthly Fundraising & Development Report and additional statistical reports, as needed
- Provides office and administrative assistance to the Library Director, as needed
- Stays informed of important announcements by checking staff email and attending staff meetings
- Participate in committee meetings, training, and other work activities, as assigned
- Performs other duties as assigned, or required, to insure the smooth operation of the library, organization and operating of the building, and provision of excellent customer service

Essential Knowledge, Abilities, and Skills:

- Computer skills. Knowledge of computer software applications and technology, including: Microsoft Office, Internet Browsers, and Email
- Ability to communicate effectively with supervisors, the Library Director, and other staff. Tactfulness, tolerance, and courtesy in dealing with others
- Ability to work with library staff and within the parameters of responsibilities, library's priorities, budget, and policies, and within the parameters of allied entities such as local government
- Planning, organizational, and time management skills
- Clerical skills in data input, organization, and attention to detail
- Ability to express oneself verbally and in writing
- Numeric Skills. Ability to perform statistical analysis and financial math
- Respect for privacy and security in dealing with financial matters and donor lists
- Physical Requirements (with reasonable accommodations):
 - Must be able to remain in a stationary position for long periods, standing or sitting
 - Moving around all levels of the building to perform work
 - Manual dexterity and ability to operate a computer and other office productivity machinery, such as a calculator, copy machine, printer, fax, and cash register
 - Lifting and carrying of 30lbs; stooping and reaching
 - Visual discrimination: ability to observe details at close range, both online and in physical format, ability to see and read computer screens and printed materials
 - Auditory perception: the ability to hear and communicate verbally with the Library Director and library staff, both in person and over the telephone

Education and Experience:

- Associate or Bachelor's Degree preferred, current students in a degree program considered
- Two or more years' experience with nonprofit development, program planning, and execution
- Proficiency with Microsoft Office applications including Excel and Publisher
- Experience creating marketing materials and using publicity design tools including Canva
- Knowledge of nonprofit financial development and grant writing desirable
- Valid driver's license

To Apply: Please send a cover letter, resume, and application for employment to the Library Director, Sarah Mallory, at smallory@biblio.org. Subject Line: Fundraising & Development Assistant Position

Equal Employment Opportunity Statement:

Hagaman Library promotes a policy of equal employment opportunities for all. This means that the library recruits, hires, trains, and promotes all persons without regard to race, color, religion, age, sexual orientation, sex (including pregnancy, childbirth or related medical conditions, sex stereotyping, gender identity or expression, or transgender status), workplace hazards to reproductive systems, marital, civil union, or domestic partnership status, national origin, ancestry, veteran status, physical disability, past or present history of mental disability, learning disability, intellectual disability, genetic information, status as a victim of domestic violence, homelessness status, lawful activity outside the workplace during non-work hours, or any other characteristic protected by law. All employment decisions are based on employment-related criteria such as skills, abilities, attitude, and contributions to the library, so as to further the principles of equal employment.