

BLUE HILL PUBLIC LIBRARY
Job Description

Position Title:	Development and Communications Coordinator
Department:	Business Office
Reports To:	Library Director
Supervises:	Does not supervise other employees
Oversees:	Fundraising and public relations/communications
FLSA Status, classification:	Part-time, hourly, non-exempt
Last Revised/Approved:	June, 2018

POSITION SUMMARY:

The Development and Communications Coordinator will organize and support fundraising and grant efforts to further the Blue Hill Library's mission, as well as oversee and manage the library's communications efforts.

DUTIES AND RESPONSIBILITIES:

Responsible for	Representative tasks
Database management (currently Giftworks)	<ul style="list-style-type: none"> • Donor and mailing list management (approx. 4000 households) • Enhance effectiveness of mailing lists • Prepare welcome letters for new patrons
Annual fund implementation	<ul style="list-style-type: none"> • With Board and Director input, organize and oversee various mailings • Coordinate and organize solicitors • Acknowledge gifts in a timely fashion • Promote and maintain Four Seasons Giving (automatic contributions) • With Director and Board, meet annual fund goals
Grant writing and assistance	<ul style="list-style-type: none"> • Work with Board and Director to fund identified priority long-term and capital needs and special projects • Coordinate programming grants with relevant staff
Planned Giving	<ul style="list-style-type: none"> • Promote the library as a charity for estate planning • Provide appropriate assistance to potential donors as needed
Marketing and communication	<ul style="list-style-type: none"> • Organize and produce development newsletter

	<ul style="list-style-type: none"> • Produce promotional materials • Oversee and coordinate e-mail newsletter, marketing and fundraising campaigns • Oversee timely and regular distribution of press releases • Coordinate and act as gatekeeper for social media content • Coordinate advertising • Promote library events and services through other means
Advocacy	<ul style="list-style-type: none"> • Along with board members and the library director, represent the library's interests to the public in print and at gatherings such as town meetings • Pursue other opportunities as assigned
Board assistance and fundraising support	<ul style="list-style-type: none"> • Work closely with the Development Committee • Coordinate personalization of solicitations • Match board members with new prospective donors • Ensure that board members are supported in their fundraising endeavors and are made aware of learning opportunities • Attend board and committee meetings as assigned
Events planning and assistance	<ul style="list-style-type: none"> • Provide administrative support for board-organized fundraisers • Help plan and capitalize on events to maximize income
Miscellaneous	<ul style="list-style-type: none"> • Other duties as assigned (e.g. possible responsibilities related to a capital campaign)

REQUIRED COMPETENCIES:

- Facility with fundraising software and other databases, general computer applications and office machinery.
- Strong oral and written skills. Comfort with public speaking a plus.
- Highly organized with great attention to detail.
- Ability to maintain a high degree of confidentiality and workplace discretion.
- Database management
- Excellent interpersonal skills
- Desktop publishing skills
- Creativity and a willingness to set and meet goals
- Grant writing training.
- Also important is a positive attitude and ability to work well with people.

QUALIFICATIONS NEEDED FOR POSITION:

- Bachelor's degree or two or more years of relevant employment or volunteer experience
- If the applicant does not have a bachelor's degree, comparable experience must be specifically addressed in a cover letter or other statement.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear, speak on the telephone, read, write, and use hands and fingers to operate a computer keyboard.

Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office conditions most of the time, with occasional errands outside the Library. The office is shared with another individual.

This is an hourly, non-exempt position that will have a regular schedule, though some additional evening and weekend hours will be required, and availability to be a part of fundraising events is expected.

External and internal applicants, as well as position employees who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.