



James Blackstone Memorial Library Part-time Development Associate Job Description

Fundraising Events

- Provide centralized coordination for fundraising events, including support for event planning, organizing, and publicizing, and volunteer coordination
- Support the work of event committee members

Annual Appeals & Online Campaigns

- Coordinate production and mailing of spring and year-end appeal letters, including list management
- Coordinate online giving day campaigns
- Process donations, prepare acknowledgement letters and coordinate all recognition (personal notes, calls, etc.)

Internal and External Communications

- Assist in preparation of all donor communications, including website and newsletters
- Attend monthly board meetings to share development updates
- Create fundraising reports as needed

Donor Cultivation

- Provide donor action reports to facilitate Board member participation
- Research/identify activities for cultivating new and stewarding existing donors
- Support committee efforts to strengthen relationships with current and prospective donors
- Plan and coordinate cultivation events; maintain guest lists and ensure follow-up with attendees

Database & Other

- Update and maintain database records
- Generate reports as needed
- Works with Library Director, Business Manager, and Development Committee to develop annual fundraising/development budget
- Performs other related duties as assigned.

Qualifications/Experience - Required

- A minimum two years of experience in a nonprofit development office
- Proficiency in Microsoft Word, Excel and PowerPoint
- Excellent verbal and written communications skills
- Ability to organize and prioritize multiple projects
- Excellent interpersonal skills

Qualifications/Experience – Preferred

- Associate's or bachelor's degree in a related field
- Database management (NeonOne/NeonCRM or similar) experience
- Event planning experience
- Graphic design experience

This is a 24 hours/week position (may go up to 28 hours the weeks of fundraising events).