

BETTENDORF PUBLIC LIBRARY FOUNDATION - JOB DESCRIPTION

TITLE: Foundation Coordinator **REPORTS TO:** Library Foundation Board

HOURS: In accordance with meeting established goals

JOB SUMMARY:

Maintains the confidentiality of privileged and sensitive information while serving as the primary fundraising officer for the Bettendorf Public Library Foundation; responsible for management of the fund-raising, planned giving and grant writing. Develops and maintains relationships with individual, corporate and other foundation donors working in partnership with the Board of the Foundation and the Library Director.

ESSENTIAL DUTIES:

- Develops and implements the Foundations comprehensive short and long-term fundraising strategies, including fundraising campaigns, events, donor gift solicitation, grant solicitation, endowments and planned giving opportunities.
- Cultivates and maintains communications with current and potential donors.
- Evaluates and reports all fundraising activities and solicitation programs to the Foundation Board.
- Receives and acknowledges all contributions, grants, bequests and gifts-in-kind. Maintains accurate gift records.
- Develops annual plan for development including budget, fund-raising strategies, publicity, business partnerships, proposals and recognition.
- Regularly communicates, internally and externally, the importance and impact of development activities using a variety of media.
- Regularly attends library staff meetings and library trustee meetings.
- Promotes and maintains a positive working relationship with all library staff.
- Coordinates and develops marketing materials.
- Other duties as assigned.

POSITION QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Public Relations, Marketing, Business Administration or a closely related field.
- Experience in marketing and sales.
- Detail oriented and results driven with exceptional customer service and organizational skills.
- Experience in fundraising desirable, but not required.
- Experience in grant writing desirable, but not required.

- Professional ethics, confidentiality, discretion and judgement.
- Public speaking, written and communication skills.
- Ability to work well under pressure with tight deadlines.
- Excellent interpersonal skills for dealing with donors, patrons and staff.
- Creativity and problem solving skills.
- Close attention to detail.
- Proficient in Microsoft Office.
- Able to learn and use donor software package.

PHYSICAL DEMAND FACTORS:

- Physical activities required of a person in the job are: hearing and speaking to exchange information in person and/or on the telephone; seeing to read a variety of materials and to see the computer screen; dexterity of hands and fingers to operate a computer keyboard and office equipment; ability to perform repetitive hand motions for extended periods of time; sitting, reaching, carrying, lifting, stooping, handling and pulling/pushing minimally 30 pounds.