



Development and Volunteer Associate

The Community Library

POSITION INFORMATION

Title: Development and Volunteer Associate

Type: part-time (24 hours/week), year-round, non-exempt position

Location: Ketchum, Idaho

Reports to: Carter Hedberg, director of philanthropy

Minimum compensation: \$20, more depending on experience

Benefits: voluntary vision, short-term disability and dental plans

Special Instructions: successful applicants must be able to complete a criminal background check

JOB SUMMARY

The Development and Volunteer Associate supports the comprehensive efforts of the department of philanthropy by meticulously managing the donor software database, reconciling the donor database with QuickBooks, writing and tracking grants, assisting with donor stewardship and communications, and organizing volunteers. This person partners closely with the director of philanthropy and the executive director to advance and execute the overall fundraising strategy of the Library.

JOB DUTIES AND RESPONSIBILITIES

- Exercise confidentiality and discretion when inputting all donor information accurately into the DonorPerfect database, including other organizational giving, and become familiar with current donors and pertinent background information
- Manage and track grants in DonorPerfect database – including grant due dates, grant reporting dates, grant research, grant drafting, and coordination between Library department heads
- Generate thank you acknowledgements for all donor contributions using DonorPerfect, in a timely manner; and set up memorial or tribute gifts – accurately track incoming donations and notifications for each
- Use DonorPerfect database program to generate reports, graphs, spreadsheets, mailing lists
- Continuously work towards improving knowledge of DonorPerfect through online courses, webinars, and regional training
- Partner with bookkeeper, operations director and director of philanthropy to reconcile DonorPerfect with QuickBooks on a monthly basis
- Partner with the director of philanthropy and communications manager to recognize donors through meaningful donor related events and other activities
- Partner with the director of philanthropy and communications manager, as needed, in the development of community engagement media, such as the monthly impact philanthropy e-newsletter and social media
- Contribute to the development of the Annual Report and Annual Appeal including content, production, and mailing
- Assist with all aspects of special event development and execution

- Keep records of volunteers' skills and hours volunteered and provide organization and stewardship for the volunteer program, using Better Impact
- Attend departmental and organization-wide meetings and trainings
- Contribute to an environment of diversity, equity and inclusion consistent with the Library's aims
- Complete other duties as assigned

WORK ENVIRONMENT

Work is performed primarily in an office environment while sitting at a desk or computer terminal, or while standing. Events and programs may occur offsite and can involve frequent moving around and standing for longer periods. Physical exertion may be required to lift office supplies, library items, files, boxes, chairs, and tables. Heavier lifting must involve the assistance of other staff members.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university, or commensurate experience
- Excellent computer and data management skills
- Previous donor database management or CRM experience, ideally with DonorPerfect
- Working knowledge of the following computer programs: Microsoft Office, Constant Contact, and strong working knowledge of Excel and Better Impact is desirable
- Experience providing exemplary customer service
- Excellent interpersonal skills and the ability to communicate effectively (verbally and in writing) with people from diverse backgrounds, including donors, patrons, volunteers, coworkers, and trustees
- Bilingual skills in English and Spanish are highly advantageous

APPLICATION INSTRUCTIONS

Interested applicants should submit a resume, cover letter, and the contact information for three professional references as PDF attachments to bringit@comlib.org. Please include "Development and Volunteer Associate First Name Last Name" in the subject line. First review of applications will begin on Monday, March 28. Please direct all inquiries to Nicole Lichtenberg, operations director, at bringit@comlib.org.