

## **Capital Campaign Coordinator (Part Time)**

### **Job Description**

The Haverford Township Free Library (HTFL) is located in Haverford Township, which is the 5<sup>th</sup> largest township in the Commonwealth of Pennsylvania on the outskirts of Philadelphia. Our friendly and professional staff is dedicated to providing stellar customer service and informational resources to all people. HTFL is one of the largest of the 28 Delaware County Libraries (DCL). HTFL is a vital and active leader within the library community.

### **Position Description**

HTFL seeks an enthusiastic professional to support the Library's capital campaign. This is a two-year part-time position. The Capital Campaign Coordinator will report to the Library Director and will execute administrative support and project management assistance of the HTFL's capital campaign including marketing, donor research, fundraising event planning, grant writing, and other gift solicitation to properly execute the duties and tasks related to the campaign.

### **Primary Responsibilities/Duties**

- With Library Director establish capital campaign goals and key milestones
- Create, assist, and execute a successful capital campaign plan by collaborating with the fundraising committee
- Research and report generation on potential major donors
- Oversee the development of all promotional campaign materials, including brochures, and produces messaging for the Library's biweekly e-newsletter, website, and social media
- Plan fundraising events
- Thank and acknowledge all campaign gifts
- Prepare campaign progress reports for Library Director and Board of Trustees
- Through the Library's fundraising software, Giftworks, track donations, and produce reports
- Research and write grant applications for capital campaign

### **Qualifications/Distinguishing Characteristics**

- Bachelor's Degree, in Public Relations/Communications, Business, Fundraising, or related field
- 2-4 years development experience
- Capital campaign experience
- Project management skills

- Ability to communicate effectively and maintain cooperative, collaborative relationships with libraries, donors, staff, volunteers, elected officials, and the public
- Excellent organization skills
- Excellent writing skills
- A motivated self-starter and ability to work independently
- Passion for the work of libraries and for the mission and vision of HTFL
- Valid PA driver's license

**Job Type:** Part Time (20-25 hours per week)

**Salary Range:** \$25 - \$35 /per hour, commensurate with experience

**Application process:** To apply, please submit a letter of intent, resume, two brief writing samples, and the name, title, and contact information of three professional references to the attention of Julie Schultz at [jobs@haverfordlibrary.org](mailto:jobs@haverfordlibrary.org) by the closing date of **August 15, 2024**.