

# **Athens Limestone Public Library Foundation – Fundraiser Contract Position Job Description**

Serves as the Foundation Liaison to the community promoting the Athens-Limestone County Public Library as needed

Identifies, evaluates, cultivates, and solicits donor prospects in combination with the Foundation, the Library Board, and the Library Director

Plans, implements, and maintains capital campaigns and planned giving programs as approved by the Foundation and the Library Board.

Coordinates fundraising and events for the Foundation

Provides communication with donors to keep them informed of the Foundation's planned activities and opportunities to give.

Oversees maintenance of donor database and records in conjunction with part-time office manager

Oversees acknowledgement of all gifts received and accuracy of records in conjunction with part-time office manager.

Maintains awareness of all fundraising activities and events for the Library to ensure that conflicting solicitation does not occur.

Provides the Library webmaster with information to be placed on the Library website regarding all Foundation development activities and reviews the site for accuracy and updates.

Applies for grant funding on behalf of the Library Foundation in coordination with Library Foundation, Library Administration, and the established goals and needs.

## **Skill Requirements**

Self-starter, proactive attitude, driven to exceed expectations and be a key contributor to the Library Foundation's efforts

Enthusiastic, teamwork focused, and strong customer service orientation

Outstanding organizational skills, attention to detail and follow-through with the ability to manage events, meet deadlines, and achieve goals

Ability to work independently with minimal supervision and establish work priorities.

Excellent writing and research skills, and strong verbal communication skills.

Positive attitude and respect toward a diverse range of people, tact, and diplomacy

## **Experience and Education Requirements**

Bachelor's degree preferred

Three to five years of fundraising, nonprofit or sales experience preferred

Strong knowledge of MS Office (Word, Excel, PowerPoint) and other business applications

This position is in the form of an annual service contract which typically requires 15 hours per week and occasionally up to 25 hours per week, dependent upon planning and implementing major annual events and programs. This position is flexible and can be done in person at the Athens Limestone County Public Library or remotely. Compensation will be competitive based on the level of education, skills, experience, and proven success in fundraising and grant writing.