



**Normal Public Library Foundation  
invites applications for the position of:**

## **Development Coordinator**

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**SALARY:** Negotiable  
**OPENING DATE:** 08/07/2020  
**CLOSING DATE:** Open until filled

### **JOB DESCRIPTION:**

The Development Coordinator pursues joint fundraising opportunities and long-term development strategies, manages donor relations, and participates in mission-based programming and fundraising with Normal Public Library management, staff, and Foundation Board members for the purpose of supporting the Library. This position takes a primary role in fundraising efforts, assists with policy development, coordinates annual campaigns, event sponsorships, grant research and writing, and major gifts as appropriate and necessary. Activities include, but are not limited to, data development and management for identification, cultivation, recognition, and solicitation of individuals, corporations, and foundations, and administrative duties as assigned.

Must become knowledgeable in all aspects of the Library and be a strong partner to staff and the Normal Public Library Foundation board. Will work with Library Director, Staff and Foundation Board as a liaison to community donor organizations and individual donors, and become recognized as a passionate advocate of the Library.

This position will consist of a combination of regular office hours and additional hours as necessary for donor cultivation. This position will receive guidance and support from the Normal Public Library Director and Staff, and is accountable to both the Director and the Normal Public Library Foundation Board leadership for donor development, assistance with board/committee management, and successful implementation of the Foundation's fundraising plan. This position is on a contractual basis with the Normal Public Library Foundation, with the possibility of renewal.

### **DUTIES/ESSENTIAL JOB FUNCTIONS:**

- Solicit donors for financial support of Normal Public Library and Foundation objectives.
- Work with staff to build new sponsor opportunities for Library and Foundation events.
- Coordination of, and administrative support for, donor development efforts; including, but not limited to drafting development policies and procedures, tracking donor contacts and information in donor database, creating and preparing donor reports and collateral as requested, participating in solicitations as needed, facilitating recognition efforts, etc.
- Lead research and grant writing efforts, coordinating with Library staff to identify needs and gather required materials; includes grant reports and follow through with support from the Library Director and staff.
- Develop and implement a successful donor strategy and execution plan in partnership with Normal Public Library and Foundation team, including a timeline, metrics, and detailed milestones to increase annual donated revenue.
- Prepare and present reports to the Library Director and Foundation Board regarding outreach activities, the status of fundraising efforts, and progress toward reaching donor and fundraising goals.
- Take ownership for or assist with special projects as needed and as assigned by the Library Director to advance the mission and effectiveness of the Normal Public Library Foundation.

## **REQUIRED KNOWLEDGE, SKILL AND ABILITIES:**

- Knowledge of not-for-profit environment.
- Skill in the use of Microsoft Office Suite and donor database software.
- Knowledge of principles and practices of ethical donor development.
- Excellent organizational skills.
- Responsible, self-directed, and disciplined to work with minimal supervision.
- Excellent communication, writing, and public relations skills.
- Demonstrated success with event planning and team/sponsor recruitment.

## **DESIRABLE TRAINING AND EXPERIENCE:**

A bachelor's degree from an accredited college or university in business, communications, public relations, journalism or related field and considerable work experience with grant and/or project management, donor relations, prospect research; completed a certification or training program for major gift fundraising principles, techniques, and strategies; experience working with a Board of Directors and volunteers; experience recruiting and coordinating volunteers; and knowledge of design software, email, and social media content management.

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To apply, send cover letter, resume and a list of three references to [apply@normalpl.org](mailto:apply@normalpl.org)

**Normal Public Library Foundation is an equal opportunity employer.**