



Fundraising and Development Coordinator

Position Summary

The Development Coordinator will spearhead development efforts and partnership opportunities as Western Allegheny Community Library continues to grow. This is a part-time, highly responsible, hands-on position involving the planning, administration and execution of the organization's development program as directed by the Library Director. Work will be performed on a largely independent basis and workflow will fluctuate. A high degree of flexibility is desired.

Essential Duties and Responsibilities:

- Manage and grow all fundraising efforts, including appeal letters and fundraisers.
- Oversee gift processing, record keeping, and donation acknowledgments.
- Ensure that the organization's donor database is being updated and maintained regularly.
- Provide support for the direct cultivation, solicitation, retention, and stewardship of all foundation, individual, and corporate giving to Western Allegheny Community Library.
- Oversee the creation, management, and submission of donor communications.
- Research and solicit potential funding sources, including grant opportunities. Create and submit grant proposals as required under the supervision of the Director.
- Seek planned giving and endowment program opportunities.
- Collaborate with other staff involved in marketing to identify opportunities for increasing the public profile of the Library through communication and outreach as related to development and fundraising areas – in particular, social media, website, and library newsletters.
- Plan, organize, and execute Fall for Your Library, the library's largest annual fundraiser, as well as other events as needed.
- Provide the necessary communications and training to library staff, board, and committee members as needed to support library development efforts.

Education and Experience:

- Bachelor's degree.
- Experience in annual appeal management, grant writing, event planning, and other fundraising in a non-profit environment, preferably in a library or an arts or cultural setting.

Required Skills and Attributes:

- A passion for public libraries.
- Excellent interpersonal skills.



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COMMUNITY LIBRARY

- Excellent written and verbal communication skills, including strong editing, grammar, and proofreading skills.
- Ability to establish and maintain effective working relationship with staff, volunteers, and public throughout the organization.
- Able to self-direct project management and work independently.
- Technology literacy required, including both computer applications and web-based technologies such as Microsoft Office, Excel, Canvas, and Bloomerang.
- Proficient with social media platforms.

Additional Position Requirements:

- Must be able to work remotely and in a shared work area.
- Must be able to travel occasionally within Allegheny County to represent the Library.

Position Details:

- Employment Status: Part Time, 15-20 hours per week.
- Work Hours: Flexible; evenings and weekends as needed to support library events and meetings.
- Starting Wages: Hourly, compensation based on experience (starting at \$17.00 per hour).

Working with Us

Our library offers a unique work environment that is innovative, open and collaborative. We strive to create the best possible experience for everyone visiting the library as well as our employees. We are a family-friendly workplace that prioritizes a good work-life balance. We offer paid time off as well as paid holidays.

Western Allegheny Community Library is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Applications accepted until the position is filled.

Please send a resume, cover letter, and three references to:

Amy McDonald, Director

Western Allegheny Community Library

181 Bateman Rd.

Oakdale, PA 15057

or electronically (preferred) to mcdonalda@einetwork.net