

Elkins-Randolph County Public Library

Job Title:	Asst. Director/Capital Campaign Coordinator	Job Category:	
Department/Group:		Job Code/ Req#:	
Location:	Elkins-Randolph County Public Library	Travel Required:	Minimal
Level/Salary Range:	\$28,000-\$35,000	Position Type:	full-time
HR Contact:	Heidi Jeffries	Date posted:	
Will Train Applicant(s):	N/A	Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
E-mail: erclibrecruit@gmail.com		Elkins-Randolph Public Library Address: 416 Davis Ave, Elkins, WV 26241 Phone: (304) 637-0287	
Job Description			
<p>Role and Responsibilities</p> <ul style="list-style-type: none"> ▪ Overall campaign management and organization including pipelines, prospect tracking, strategy, task assignment and maintenance of timelines; ▪ Scheduling meetings, preparing talking points, assembling presentations, and full meeting prep for, Board members, campaign volunteers and etc.; ▪ Overseeing acknowledgement of all campaign gifts and pledges and preparation of pledge payment reminders and pledge agreements; ▪ Writing all campaign correspondence including solicitation proposals, meeting requests, and meeting follow up; ▪ Maintaining master campaign calendar to maximize cultivation events and keep campaign committee on track; ▪ Organizing and monitoring volunteer assignments and follow-up, and assisting in all aspects of volunteer-led events; ▪ Coordinating new/existing programs; such as programs for children, teens, and adults <p>Required Minimum Qualifications:</p> <ul style="list-style-type: none"> ▪ Bachelor's degree required with at least two years general fundraising experience, with a knowledge of donor relations, annual giving, and/or major gifts ▪ Desired MLS from a graduate library school accredited by ALA ▪ Previous administrative and customer service experience ▪ Computer skills/data entry <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> ▪ Superior verbal and written communication skills; • Experience with capital campaigns and donor programs; • Experience with donor research and grant writing; ▪ Energetic, self-motivated, flexible and adaptable with a sense of humor, able to multi-task and work independently in a small, hands on work environment; 			

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- Creative thinking for additional programming to enhance library patronage;
- A team player with an attitude of service and ability to motivate others

To Apply

Please submit your cover letter, resume, and salary requirements to: erclibrecruit@gmail.com

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	