



Title: Assistant Director of Annual Giving

FLSA Status: Full Time

Salary: \$50,000 - \$55,000

Reports to: Director of Development

ORGANIZATION:

Mission

To inspire, secure, and grow philanthropic support and advocacy that benefits the Fort Worth Public Library and our diverse community.

Vision

Help establish and sustain a world-class public library community where curiosity, lifelong learning, and endless opportunities thrive.

Values

Serve—We achieve excellence through community and constituent-centered service and support.

Innovate—We foster a culture of creativity, continuous learning, and growth while embracing change and observing ways to improve.

Transparency—We operate with integrity and hold ourselves accountable as responsible stewards to our supporters, the library, and the community.

Collaborate—We are stronger together and strive for partnerships that maximize impact and value for our community.

For more information, please visit www.fwplf.org

POSITION SUMMARY:

The Assistant Director of Annual Giving is responsible for developing and implementing strategies focused on the individual annual giving program and activities that drive toward growing and diversifying revenue sources through direct mail, giving days, virtual campaigns, communications, and special events.

RESPONSIBILITIES:

Fund Development (70%)

- Lead the annual giving program to produce sustainable revenue from individuals, including targeted mailing lists, related digital communication, giving days, monthly giving programs, virtual campaigns, etc.
- In partnership with the DOD, develop strategies and project plans, including revenue and participation goals around each activity.
- Assist with planning, implementation, and production of Foundation special events such as securing in-kind partners and auction items and recruiting volunteers.
- Perform other supportive duties to ensure that the resource development team meets annual fundraising and department goals.
- Maintain accurate and timely records of donor activity in the database.

Communications (20%)

- The programs and services funded by FWPLF at the 17 branches in the Fort Worth Public Library system and the Foundation's Launchpad program have compelling stories to tell. Work with program staff to compile information and create marketing and donor-centered communication impact stories.
- Collaborate with the marketing and development teams on content creation for web, newsletters, emails, etc.

Administrative (10%)

- Maintain donor database with mailings, notes, and contact information.
- Keep project management software up to date with project status and assignments.
- Create post-event/campaign reports for the board communications or meetings.

QUALIFICATIONS:

- Must be a team player, collaborative and nimble to adapt to an evolving small shop environment.
- Bachelor's degree
- 2–3 years in strategic annual giving fundraising, including direct mail and digital campaigns.
- 1–2 years of fundraising event planning.
- Proficient in Office 365, donor database systems, and event software.
- Experience with writing donor-centered communications.

Essential Competencies:

- Ability to raise funds from individuals, corporations, and foundations.
- Highly organized and detail oriented.
- Ability to manage multiple competing projects and work assignments from various staff and volunteers.
- Experience with electronic fundraising tools such as text to give, QR codes, virtual events, YouTube, and social media.
- Excellent critical thinking and problem-solving skills.
- Excellent interpersonal skills both virtually and in person.
- Must have strong written communication skills with the ability to draft donor-centered appeals and correspondence.

Other Requirements: Required to maintain confidentiality, including confidential donor, personnel, and organizational matters.

Organization Employee Benefits:

- Casual and collaborative work environment
- Medical and dental benefits
- Retirement match
- YMCA Gym Membership
- Parking
- Flexible schedule
- PTO and Paid Holidays

To Apply:

Email your resume and cover letter to admin@fwlibraryfoundation.org by July 8, 2022.