



**Title:** Development Assistant

**FLSA Status:** Full Time

**Range:** \$32,000 - \$37,000

**Reports to:** President and CEO

## **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](http://www.fwplf.org)

## **POSITION SUMMARY:**

The Development Assistant works closely with the Director of Development and CEO to provide administrative support related to the Foundation's development initiatives, including but not limited to donor database management, preparing gift acknowledgments, meeting preparations and assisting with special events and communication content.

## **RESPONSIBILITIES:**

### Donor Database Management (50%)

- Manage and maintain donor database.
- Create standardized data entry procedures for the office to ensure donor data remains clean.
- Conduct regular data scrubs, generate reports, and provide mailing lists.

### Fund Development (30%)

- Processes and acknowledges all financial and in-kind donations promptly.
- Generate year-end reports to multi-givers and board members.
- Coordinate third-party fundraising activities, including scheduling and promotion.
- Assist the development team in executing the stewardship and recognition of donors, sponsors, and partners.
- Provide event support as needed.

#### Administrative (20%)

- Act as a representative of the Foundation to all visitors and volunteers, assisting board members, volunteers, and donors as needed.
- Assist the CEO and DOD with scheduling, preparing meeting materials and room set-up, and maintaining board and committee rosters, email groups, etc.
- Provide oversight to the maintenance and upkeep of the Foundation office, including equipment, supplies, and facilities.
- Assist with content creation and editing of donor-centered communications.
- Coordinate volunteer opportunities for the Foundation and special events

#### **QUALIFICATIONS:**

- Must be a team player, collaborative and nimble to adapt to an evolving small shop environment.
- Bachelor's degree.
- 2+ years in a development support staff role.
- Proficient in Office 365 and donor database systems.

#### **Essential Competencies:**

- Highly organized and detail-oriented.
- Ability to manage multiple competing projects and work assignments from various staff and volunteers.
- 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 professional reports and correspondence

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

#### **Organization Employee Benefits:**

- Casual and collaborative work environment
- Retirement match
- YMCA gym membership
- Parking
- Flexible schedule
- Health and dental benefits
- PTO and Paid Holidays

#### **To Apply:**

Email your resume and cover letter to [admin@fwlibraryfoundation.org](mailto:admin@fwlibraryfoundation.org) by July 8, 2022.