Development Administrator
Posted date: March 21, 2024

Supports the strategic fundraising efforts of the Sun Prairie Public Library Foundation (SPPLF) by providing broadly based assistance to the Executive Director in order to identify, cultivate and steward donors and sponsors.

Job duties
Administration:
- Assists in the creation and writing of Foundation's story and case statements.
- Develops, writes, and prepares donor correspondence and solicitation proposals.
- Manages the production and distribution of fundraising materials through CRM & USPS.
- Manages filing systems (physical and digital), and other record keeping.
- Provides other administrative support as needed, including ordering supplies.

Donor relations/database management:
- Disseminates donor correspondence using USPS, email and social media.
- Responds to donor inquiries with accurate and timely information.
- Secures donor gifts and provides donors with relevant materials.
- Provides financial stewardship and reporting to donors.
- Ensures appropriate expenditure of donor and grant funds.
- Oversees financial accounts in coordination with contracted accounting firm.
- Enters data and maintains donor management system through accurate and up to date data entry.
- Provides analytical reports.
- Receipts all gifts and pledges, maintains gift documentation, and tracks donor recognition.
- Research and implement other information systems for strategic improvements for capital and event campaigns.

Event coordination and management:
- Assists with planning, coordinating, staffing, and facilitating larger promotional and fundraising activities and events in tandem with events committee.
- Provides hands-on coordination and assistance for event logistics, as needed.

Experience:
- Bachelor's degree; at least 1 year of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.
- Experience with donor management system, such as Bloomerang, preferred.

Skills:
- Proficient in the use of MS Word, Excel, Quick Books and Google Drive
- Experience with design software such as Canva or Publisher
- Excellent writing skills

- Excellent communication skills, personable phone etiquette, timely and professional emails/digital communications.
- Ability to meet deadlines.
- Ability to manage various tasks within a project.
- Ability to sort and organize data.

Work environment:
- Work on-site at the Sun Prairie Public Library, with some remote flexibility. Operation hours are Monday-Friday between 9am-5pm.
- Laptop and desktop computing provided.
- Must be able to lift boxes of various sizes.
- Sitting, standing, reaching and bending are required.

Desired candidate will have strong technology skills and experience with Customer Relations Management (CRM) software or other database management software, specific CRM training will be provided for the hired candidate. SPPLF desires a candidate who plans to be a part of a high-functioning nonprofit team and will work with experienced staff, volunteers and interns.

Salary range is $19-23 per hour, 25 hours a week. SPPLF is an Equal Opportunity Employer who encourages candidates interested in literacy, modern libraries, education and community engagement to apply.

Send a cover letter and resume to Theresa Stevens, Executive Director at execdirector@sunlibfoundation.org, with subject line "Development Administrator Application". Interviews will begin the week of April 1st until the position has been filled.