Development Administrator

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. Position is up to 30 hours per week.

**Job duties**

*Material creation and management:*

* Assists in the creation and writing of Foundation’s story and case statements
* Develops, writes, and prepares donor correspondence and solicitation proposals
* Designs and/or assists in the design, production, and distribution of fundraising materials

*Donor relations/data 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
* Maintains donor management system through accurate and up to date data entry

*Event coordination and management:*

* Assists with planning, coordinating, staffing, and facilitating larger promotional and fundraising activities and events
* Provides hands-on coordination and assistance for event logistics.
* Organizes and coordinates the activities of volunteers and committees/boards engaged in fundraising activities.

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
* Experience with Quick Books, or similar accounting software

Skills:

* Proficient in the use of MS Word, Excel, Quick Books, Google Drive, Google Mail
* Experience with design software such as Canva or Publisher
* Excellent writing skills
* Ability to meet deadlines
* Ability to manage various tasks within a project
* Ability to sort and organize

Work environment:

* Work can be remote with some time being at the Sun Prairie Public Library
* Laptop and desktop computing provided

Physical requirements:

* Must be able to push a cart up to 50 pounds of materials
* Must be able to lift boxes of various sizes
* Sitting, standing, reaching and bending are required