

THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION

DEVELOPMENT COORDINATOR FULL-TIME, FLSA EXEMPT

The Indianapolis Public Library Foundation is a not-for-profit organization that raises private contributions to support The Indianapolis Public Library. The Development Coordinator reports to the Vice President. Work hours are Monday-Friday 8 a.m.-5 p.m., with occasional evenings and weekends.

Primary Duties and Responsibilities

- Maintain and grow a portfolio of foundation, corporate and managed individual donors by:
 - Identifying, researching and qualifying prospective donors
 - Cultivating prospective donors
 - Securing new and renewed gifts with oral and/or written presentations
 - Provide appropriate stewardship with donors
 - With assistance from Stewardship Assistant, submit reports to donors
- Establish and support new volunteer-to-donor engagement opportunities by:
 - Identifying opportunities for volunteers to engage with the Foundation (such as event committee(s), young professionals group, etc.)
 - Recruiting a diverse group of volunteers to build greater awareness of the Library Foundation and assisting their creation of a fundraising effort that targets their peers
 - Cultivating, soliciting and stewarding participants as individual donors
 - Managing activities and serving as a liaison between volunteers, Foundation staff and the Foundation board
 - Executing internal and external communications for the group
 - Monitoring revenue and expenses and evaluating results
 - Providing and/or coordinating internal event support, if needed
- Manage grant processes for some Library special initiatives, including proposal development and grant management and stewardship after an award is made
- Develop and implement solicitation, cultivation and stewardship strategies for Library volunteers and retirees
- Develop and manage ongoing prospect review process with staff and board members
- Lead fundraising strategy for the Library Foundation's "Circulate" event and provide other event support as needed
- Participate in staff meetings to develop communication, cultivation, solicitation, stewardship and recognition strategies for supporters
- Maintain information to help determine annual revenue goals and fundraising expenses.
- Attend Development Committee meetings and support board members in their fundraising efforts on behalf of the Foundation
- Attend Library Impact Committee meetings and participate in the Aspire Fellowship management process, as well as the annual review of Community Action Plans
- Other duties as assigned

Qualifications

- A Bachelor's degree with at least 5-7 years of fundraising experience, including grant management, corporate and individual giving
- The ability to secure gifts and meet fundraising goals; experience supporting board-level volunteers in fundraising a plus
- Forward-thinking and detail-oriented; experience with creating and implementing long-range plans with excellent time management skills

- Proficiency in using databases, word processors, spreadsheets, desktop publishing, electronic calendaring, e-mail and the Internet; experience with Microsoft Office and Raiser's Edge a plus
- Excellent written/oral communication skills
- Enthusiasm for the Library, coupled with a strong work ethic and drive to excel
- The ability to multi-task in a fast-paced environment, learn quickly and work collaboratively
- Professionalism, discretion and honesty in handling confidential information
- Positive representative of the Foundation to donors, the Library and the public
- Enthusiasm, energy and a sense of humor
- Transportation for work-related travel within the Indianapolis area
- Availability to work occasional evenings and weekends for events

This job description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.