

Job Posting

Fund Development Assistant

Competition #: UB-2024-11

Position Type: Twenty-five (25) hours per week

Salary: \$27.17/hr

Closing Date: Open Until Filled

POSITION DESCRIPTION

POSITION TITLE	Fund Development Assistant
CLASSIFICATION	Library Assistant
UNION AFFILIATION	3120
PRIMARY RELATIONSHIP	Associate Director - Development
PRIMARY LOCATION	TBPL
EFFECTIVE DATE	July 2024
SUPERSEDES	April 2024

PURPOSE:

The Fund Development Assistant will support the library's fundraising efforts and contribute to its long-term sustainability and growth. They will play a vital role in maintaining the donor management system, assisting with donor communications, coordinating fundraising and stewardship activities, and ensuring the smooth execution of capital and annual fundraising campaigns and events.

ACCOUNTABILITIES:

1. Maintains accurate and up-to-date donor records in the library's donor management system.
2. Performs administrative duties such as generating regular donor and campaign reports, coordinating meetings, drafting letters, preparing mailouts, and filing.

3. Assists in maintaining regular communication with donors, supporters, and partners including preparing donor packets and proposals.
4. Under the direction of the Associate Director - Development, assists with various campaigns, events and initiatives.
5. Assists with grant opportunities which include researching, gathering information, preparing, submitting and following up on grant applications.
6. Works with the marketing team to develop fundraising materials including social media posts, online donation pages, newsletters, and brochures.
7. Assists with regular communication with all donors and supporters which includes triaging correspondences and providing responses as required.
8. Coordinates the Community Partners program (individual giving), tribute gifts and expands on annual giving efforts including monthly giving, legacy giving and major gifts.
9. Provides basic payroll backup to the Bookkeeper as necessary.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Additional duties, responsibilities and activities may be assigned from time to time as necessary.

MASTERY:

The position requires:

1. Courses in nonprofit management, fundraising or a related discipline; a completed certificate or diploma in these areas is considered an asset.
2. Minimum of one (1) year of relevant experience in fundraising.
3. Detail-oriented and able to maintain accuracy in data entry and record-keeping.
4. Minimum of one (1) year of experience with databases; previous experience with a donor database is an asset.
5. Customer service experience (especially phone) is highly desirable.
6. Strong organizational skills with the ability to manage and prioritize multiple tasks and deadlines.
7. Excellent research, written and verbal communication skills.
8. Enthusiastic about building relationships with donors and contributing to fundraising success.
9. Demonstrated experience working with MS Excel and Word as well as Canva or other relevant design software.
10. Ability to work collaboratively in a team-oriented environment.

11. Passion for TBPL's mission and an understanding of its significance in the community.
12. Must undergo a successful Criminal Record Check.

Application Information:

Please submit your cover letter and resume at your earliest convenience. As the competition is open until filled, interviews will take place as soon as the number of qualified candidates meets the threshold we have determined to conduct interviews.

Other Information:

For more information on the Thunder Bay Public Library, please visit our website at: <https://www.tbpl.ca/>

The TBPL is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

The personal information obtained under this job posting is collected under the authority of the Public Libraries Act, 1984 and will be used to assess qualifications of applicants. Questions about this collection should be directed to the Chief Executive Officer.

The Thunder Bay Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process, if you require accommodation at any time throughout the recruitment process, please contact the HR Manager.