



## **DEVELOPMENT ASSOCIATE**

### **West Falmouth Library**

Part-time 10-15 hours / week

#### **Primary Purpose**

The Development Associate works in close collaboration with the Executive Director to support and strengthen donor stewardship activities.

#### **Essential Responsibilities**

*The essential responsibilities listed below are examples of the type of work performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Leverage existing development tech stack to reduce manual steps in donor acknowledgement and reporting processes.
- Donor relations; including gift acknowledgments, solicitation letters, and impact reporting.
- Enhance the utility of donor database by capturing relational insights.
- Donor and prospect research; including event briefings, donor qualification, and assessing philanthropic interest and capacity.
- Support core fundraising activities; including donor cultivation events, fundraisers, and campaigns.

#### **Supervision**

**Supervision received:** Work is performed under the general direction of the Executive Director.

**Supervision given:** May be required to direct the work of volunteers. Cooperates as a team member with all library staff.

## **Work Environment**

The library is a public building; subject to the continuous interaction between patrons and library staff. Open plan office environment with standard desktop computer.

## **Minimum Qualifications**

**Education and experience:** Bachelor's degree and three (3) years of relevant experience or any equivalent combination of education and experience.

**Knowledge:** Prior experience with database management, and skill in finding efficiencies and tech-enabled solutions. Through on the job learning, gains thorough knowledge of library resources, services and facilities.

**Abilities:** Ability to work with a high degree of accuracy. Commitment to maintaining confidentiality. Ability to demonstrate flexibility, independent judgment, patience, tact, and a proper prioritization of responsibilities. Ability to work and interact with individuals and groups of various abilities, cultures, backgrounds, and identities with courtesy and professionalism

**Skills:** Excellent communication and customer service skills. Ability to multitask in a high paced environment while performing detailed work.

## **Physical Requirements**

Ability to participate in activities requiring minimal physical effort. The employee is required to move from one place to another and communicate with others in person, by phone, and in writing. Specific vision requirements include close vision and the ability to adjust focus and use hands to operate office equipment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Compensation commensurate with qualifications and experience.

To apply, please email a letter outlining your interest in the position and highlighting your qualifications, along with a current resume to WFL Executive Director, Molly Akin [librarydirectorwfl@gmail.com](mailto:librarydirectorwfl@gmail.com).

References and background checks will be required for finalist candidates.