



DEVELOPMENT ASSOCIATE (Part-time)

The Friends of the Lake Oswego Public Library (FOLOPL) is dedicated to supporting projects for community use and to actively support levies and other library funding to provide programming for the community. Our efforts are an enhancement to, and not a replacement for, governmental support of the LOPL.

FOLOPL also assists the Lake Oswego Public Library (LOPL) during some events, including Lake Oswego Reads, First Tuesday Music performances, Third Thursday Author evenings, and other special events. We are a primary supporter of the annual LO Reads community reading program.

FOLOPL is committed to advancing equity and diversity in all that we do. FOLOPL does not discriminate based on race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status or any other basis prohibited by local, state, or federal law. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ individuals, people with disabilities, veterans, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Successful candidates will commit to an equitable and inclusive workplace, including but not limited to racial equity, accessibility for individuals with disabilities, use of gender inclusive language, and cultural sensitivity.

About the Position

This is a part-time position beginning July 2024. Total hours will average 20-30 hours/week. Applicant must be able to work evenings/weekends and special events, as required.

Salary and Benefits

This position may be a volunteer position or paid position, \$25,000 – \$50,000, depending on experience. This position is under direct supervision of the FOLOPL Board of Directors President and will work closely with the FOLOPL Development Committee. The Development Associate position works with FOLOPL staff, board, volunteers, and the community including high-profile individuals.

The workstation can be a combination of at home and at the BOOKtique office at the Monroe location, a hub of non-stop activity. Being self-motivated with an eye for detail while in a busy environment is necessary.

Essential Job Functions include:

- Member Database Management and IT knowledge
- Gift Processing, Donor Acknowledgments, Written Communications, and experience composing Annual Appeals
- Grant Writing and Management
- Event Planning and Management
- Working with board of directors, staff, and volunteers on fundraising projects.

Qualifications include

- Communication skills. You are proactive and communicate the right message in the right context.
- Collaborative and adaptable work style. Ability to work with business leaders, executives, and individual members of the community.
- Self-starter and self-disciplined. You are able to work independently on concurrent projects with multiple deadlines. Procrastination is not a word in your vocabulary. You manage your time efficiently.
- **Experience preferred** includes: working or volunteering in nonprofits, use of databases, Greater Giving, Google Docs, MS Office, event production. Familiarity with Wild Apricot software is a plus. Bachelor's Degree or equivalent experience. Must be willing to learn new software or techniques as needed. Management experience also welcomed.

We'd love to hear from you. We're looking for a friendly personality who can work with a volunteer board, communicate with anyone, hit deadlines and remain calm under pressure. A sense of humor is a must. Be nimble, apply fast.

To apply: Email your resume with a cover letter addressing your qualifications and interest to HR@FriendsLOPL.org. Please include "Development Associate" in the subject line.

Additional Information

Though some other duties outlined below can be more routine, the development associate is expected to first learn then refine, improve, and create best-practices and procedures; understand and consider development strategies and goals; earn a high level of trust and discretion for independent decision making; and perform all duties with mission-driven analysis and contributor-centered focus.

Expectations

- Record, report and analyze complex contributor, contribution and event logistics details using custom database, Excel and other tools, with recording decisions guided by knowledge of data analysis, contributor relationship, and project management needs
- Manage acknowledgment letters: collaborate to develop and refine templates as tools, and take direct responsibility for ensuring each letter is appropriately and meaningfully personalized, customized or individually crafted by coordinator or director
- Work with Membership Committee to code each gift for accounting, with accuracy and decisions informed by understanding of budget tools and Treasurer's input
- Coordinate grant tracking, assist with researching funding opportunities, help write and or oversee writing, and collaborate with teams on proposals, and reports
- Solicit and acknowledge in-kind contributions needed for fundraising initiatives
- Lead initiatives promoting third-party fundraising and personally manage relationships for those activities
- Contribute to strategies, planning, content creation and coordination of digital and print marketing, playing a key role in promoting participation, peer-to-peer fundraising, and contributions through fundraising and third-party events
- With demonstrated understanding of supporter relationship management best practices, take on responsibilities for personally thanking, cultivating, and making direct asks of contributors, volunteer fundraisers and prospects
- With board of directors contribute to overall development plan and budget
- Actively engage as a member of the Lake Oswego community, participating in events and activities to actively promote the Friends and their importance in supporting LOPL programs and operations
- Foster inclusivity and collaborate with staff, volunteers, partner agencies, and supporters to further FOLOPL's mission
- Help develop plans to work with other independent campaign committees, the LOPL and the Lake Oswego City Council to fund the expansion of LOPL service with either a new facility or an expansion of the present service level

Knowledge and Skills Required

- Experience in recruiting people for volunteers, Friends membership and new Board positions
- Experience in identifying community members to augment the Board's capacity to raise funds in the Lake Oswego area
- Experience in coordinating various groups to a common purpose
- Exceptional organizational, time-management, prioritization, and coordination skills
- Excellent attention to detail and accuracy, guided and informed by strong analytic abilities
- Successful project management experience, planning and implementing complex and overlapping timelines
- Effective, empathetic communicator with strong interpersonal, writing and editing skills; multi-channel marketing experience; and a deep appreciation for the value of a handwritten note, a personal call, and genuine, direct, informal communication
- Proficiency with Microsoft Office, social media, email marketing systems and graphic design tools
- Database experience with reporting and analysis competencies and Excel skills
- Math literacy with planning and tracking experience—preferably with budget management experience

Other Qualifications

- Literary and cultural competency and experience working with diverse groups
- Demonstrated success in nonprofit fundraising positions
- Demonstrated contributions to inclusive team achievement and ability to motivate volunteers, staff, committee, and board members
- 2-3 years of relevant experience, preferably in nonprofit sector and including multi-faceted project management

Position will remain open until filled. For more information, visit <https://friendslopl.org>.