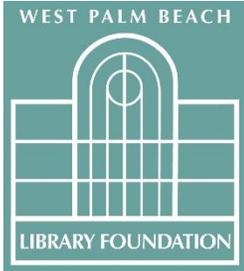


An Invitation to Apply for the Position of DEVELOPMENT ASSOCIATE West Palm Beach Library Foundation West Palm Beach, Florida



The West Palm Beach Library Foundation is a 501(c)3 nonprofit organization that is independent from the City of West Palm Beach and was formed to support the Mandel Public Library of West Palm Beach.

ABOUT THE FOUNDATION

The Library Foundation's focus is to acquire and administer funds to enrich Library services and facilities not met by public funding and to endow the Mandel Public Library of West Palm Beach for future generations. The Foundation pursues this by seeking philanthropic support, providing conscientious stewardship of the assets in its care, encouraging community partnerships where appropriate, and by advocating on behalf of the Library's mission in our community.

ABOUT THE LIBRARY

The Mandel Public Library of West Palm Beach welcomes close to 1,500 visitors daily and serves over 106,000 library card registered patrons. The Library meets the literacy and learning needs of the community with free access to books, eBooks, journals, research materials, online information and computers and an array of programs and services. Serving a diverse demographic, the Library provides early literacy programs, job search assistance, movies, music, author events, book clubs, story times, reading programs, information for small business owners, and homework help for students of all ages.

MISSION

To seek, advocate for, and obtain financial support which ensures that high-quality services will always be available at the Mandel Public Library of West Palm Beach.

VISION

Enabling the Mandel Public Library of West Palm Beach, a first-class facility, to become a world-class library.

Job Description: Development Associate, WPBLF

Supervisor: Executive Director

Time Commitment: Up to 20 hours/week including some evenings and weekends.

Summary

- Support Executive Director's work to implement the annual fundraising plan of West Palm Beach Library Foundation with a focus on securing ongoing and increased support from businesses, corporations, public and private organizations and individuals.
- Provide support on fundraising initiatives including grant writing, major gifts, corporate sponsorships and donor cultivation.
- Work with the Board of Directors and Development Committee to support fundraising activities and public relations for West Palm Beach Library Foundation.
- Provide monthly reports to the Executive Director which measure progress towards achieving the goals set forth in the plan.

Primary Roles & Responsibilities

Planning

- Support Executive Director's implementation of development plan and strategies for donors and prospects in each constituent group including individuals, private and family foundations, corporations and other opportunities, using a moves management process.
- Secure full knowledge of various library programs needing funding.
- Assist Executive Director by researching and writing grants for the West Palm Beach Library Foundation including attending Request for Proposal meetings, completing Letters of Inquiry and submitting full proposals and working closely with the Library staff to plan for grant opportunities.

Gift Cultivation

- Support Executive Director's fundraising and development work and major donor cultivation and stewardship.
- Develop and implement direct donor mailings, appeal letters and other donor mailings as needed.
- Provide timely reporting and ensure compliance as required by grant award documentation.
- Conduct donor research and manage donor database to ensure that the information is current and accurate.
- Assist with acknowledgements of gifts and donations.

Events

- Assist with West Palm Beach Library Foundation special events.
- Promote events to the business community and to individuals to support West Palm Beach Library Foundation, including underwriting opportunities and event hosting opportunities.
- Develop and solicit sponsors and underwriters for events as needed.
- Work with staff and volunteers to ensure all aspects of a successful event are coordinated towards a common goal.

Qualifications

Education, Skills and Background

- Bachelor's degree and/or equivalent prior experience.
- 3 to 5 years of direct sales or business development experience in a service industry or with a nonprofit; emphasis on corporate sponsorships, donor cultivation and stewardship and grant writing.
- Experience with Moves Management and stewardship of donors.
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively.
- Demonstrated ability to think strategically.
- Strong partnership-building and event planning skills.
- Excellent computer skills and knowledge of excel and donor data base programs.
- Willing to have full background check carried out.

NON-DISCRIMINATION STATEMENT: West Palm Beach Library Foundation does not discriminate against employees, potential, volunteers or clients on the basis of race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or other characteristics protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Policy and Procedures Manual.

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

SALARY

Salary is commensurate with experience.

APPLICATION PROCESS

Evaluation of prospective candidates will begin immediately and will continue until the application deadline on Monday, Sept. 30, 2019. **Resume and cover letter, complete with references**, should be emailed directly to:

Nickie Hennevelt
Director of Administration and Finance
Email: NHennevelt@WPBCitylibrary.org

The West Palm Beach Library Foundation is an equal opportunity employer.