



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

INDIVIDUAL GIVING AND CAMPAIGN COORDINATOR PPLD

(Full-time, exempt)

Position # 180455001

DATE: July 26, 2019

LOCATION: 1175 Chapel Hills Dr., Colorado Springs, CO 80920

STARTING SALARY: **\$19.57 + full benefits** (For details about benefits, see: <http://ppld.org/jobs/benefits>)

POSITION HOURS: 40 hours per week

Monday-Friday 8 a.m.-5 p.m.

Note: Regular schedule will be subject to changes due to programs, required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

PROCEDURE FOR APPLICATION:

1. Complete a PPLD online application located at ppld.org/Jobs on the Application tab
2. Attachments should be submitted in the following file types: .doc, .xls, .xlsx, .pdf, .htm
3. **A resume and cover letter are REQUIRED. Without these documents, your application will not be considered.**
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333 Ext. 6086

CLOSING DATE: Online applications must be received by **August 19, 2019 @9:59 p.m. MDT**

CONDITIONS OF EMPLOYMENT:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986) Pikes Peak Library District participates in E-Verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met
- must understand and comply with PPLD's drug-free workplace policy
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law

As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

EOE

Individual Giving and Campaign Coordinator (cont.)

Position Summary: Operates in a diverse environment to help fulfill the Library's mission by maintaining and strengthening donor relations, growing revenue from donors who give up to \$1,000 per year. The coordinator will oversee the strategy, execution and analytics for annual fund campaigns that identify, cultivate, solicit, and steward donors, assisting with implementation of capital campaigns and major fundraising initiatives, and providing operational/administrative support to the Chief Development Officer and Foundation Executive Director.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Provides an enthusiastic and welcoming point of contact in person, over the phone, or in a virtual environment; provides excellent, customer-focused responses to internal or external donors or prospects, community partners, PPLD staff, and volunteers.
- Maintains a comprehensive knowledge and understanding of PPLD's mission, vision, and values in order to effectively support development goals.
- Implements strategies for solicitation that will expand donor base and grow annual revenue from individuals.
- Coordinates all appeal campaigns, coordinates and monitors online giving initiatives, and works collaboratively with other program areas to advance fundraising goals.
- Assists with the identification, research, cultivation, and solicitation of prospective donors up to \$1,000 annually.
- Project manages fundraising campaigns, including the year-end Annual Appeal and develops other campaigns throughout the year, ensuring smooth execution of all direct mail and online elements of campaigns in coordination with fundraising plan.
- Coordinates and supports Foundation events to ensure an exceptional donor experience with a focus on cultivation and stewardship, including logistics, sponsorship identification, staff engagement, and volunteer recruitment/management.
- Creates and implements development efforts in traditional media, electronic communication and social media, online giving, crowdfunding and the Foundation website.
- Coordinates content for electronic, monthly donor newsletter and quarterly PPLD District Discovery magazine.
- Identifies cross promotion opportunities within Development, with other libraries, library departments, and outside partners.
- Performs regular campaign revenue reporting and performance analysis using Raisers Edge.
- Prepares formal campaign reports with key findings and analysis for PPLD Trustees, PPLD Foundation board members and foundation team members.
- Coordinates department operations through the maintenance of fundraising and email databases, finance systems, and project management software; writes, updates, and maintains reports. Pull and segment donor and prospect lists from Raiser's Edge.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Keeps informed about Foundation and Library information.
- Participates in special projects as assigned.
- Attends regular department meetings, foundation board meetings and scheduled all-staff meetings.

Individual Giving and Campaign Coordinator (cont.)

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Demonstrates knowledge of current Foundation procedures and priorities.
- Demonstrates knowledge of fundraising, marketing communications, philanthropy, and giving need.
- Demonstrates ability to use data and metrics to communicate the value proposition of an organization.
- Demonstrates excellent verbal, written, and presentation communication skills.
- Demonstrates exceptional ability to build effective relationships with donors, prospects, community partners and staff.
- Raiser's Edge, NXT and Online Express experience or similar donor database experience preferred.
- Demonstrates advanced ability to use applications software, including Microsoft Word, Excel, PowerPoint, and Outlook, along with standard office equipment.
- Demonstrates ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.

Education and Experience:

1. Requires a Bachelor's degree.
2. Requires 1-3 years of professional fundraising or marketing communication experience in a nonprofit environment.
3. Requires a valid Colorado driver's license.
4. Bilingual ability is a plus in serving a diverse community.

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to lift up to 30 pounds occasionally.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.