



## VACANCY ANNOUNCEMENT

*Open to all qualified current staff  
and external applicants*

# INDIVIDUAL GIVING COORDINATOR PPLD FOUNDATION

**(40 hours per week, exempt)**

**Position # 23115001**

**DATE POSTED:** May 13, 2022

**LOCATION:** 20 N Cascade Ave., Colorado Springs, CO 80903

**STARTING WAGE:** \$25.75 per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

**POSITION HOURS:** 40 hours per week per the following schedule:  
**Monday – Friday : 9 a.m. – 5 p.m.**

**Note:** Regular schedule may be subject to minor changes due to 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.

### APPLICATION PROCEDURE:

1. Complete a PPLD online application located at [ppld.org/Jobs](http://ppld.org/Jobs) at the Application Tab
2. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. **Requires resume and cover letter. Applications will not be considered without a resume and cover letter.**
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531 - 6333, ext. 6380 or send an email to [sgollapalli@ppld.org](mailto:sgollapalli@ppld.org)

**CLOSING DATE:** Applications materials must be received by **May 31, 2022 at 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.

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**EOE**

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, 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.

## **INDIVIDUAL GIVING COORDINATOR (cont.)**

**Position Summary:** Operates in a diverse environment to help fulfill the Library's mission by maintaining and strengthening donor relations and retention, growing revenue through donor acquisition and moves management, planning and event logistics, and communicating the impact of philanthropy to donors. The coordinator will oversee the strategy, execution and analytics for annual fund campaigns that identify, cultivate, solicit, and steward donors; assist with implementation of capital campaigns and major fundraising initiatives, and provide operational/administrative support to the Chief Development Officer and Foundation Executive Director. Paramount to this position is the ability to work with a high degree of independence and juggle various projects at once.

### **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.*

- Develops and executes fundraising campaigns, including the year-end Annual Appeal, Library Giving Day, and Give!, and develops other campaigns throughout the year, ensuring smooth execution of all direct mail and online elements of campaigns in coordination with fundraising plan.
- Designs, documents, and implements a systematic and integrated donor relations program that celebrates donors and keeps them informed of the impact of their gifts.
- Creates and implements strategies for solicitation that will expand donor base and grow annual revenue from individuals.
- Creates and implements development efforts in traditional media, electronic communication and social media, online giving, crowdfunding and the Foundation website.
- Coordinates content for quarterly PPLD District Discovery magazine.
- Manages 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.
- Analyses and leverages data to identify, research, cultivate, and solicit prospective donors.
- 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.
- Works with database administrator to prepare formal campaign revenue and performance analysis reports with key findings and analysis from Raiser's Edge for PPLD Trustees, PPLD Foundation board members, and foundation team members.
- Works with database administrator to pull and segment donor and prospect lists from Raiser's Edge.
- Works with Finance Department to ensure accurate financial reports on a monthly basis.
- Maintains a comprehensive knowledge and understanding of PPLD's mission, vision, and values in order to effectively support development goals.
- Works collaboratively with other program areas to advance fundraising goals.
- Helps foster a culture of philanthropy among staff to promote a deeper understanding and increase staff giving participation.
- Identifies cross promotion opportunities within Development, with other libraries, library departments, and outside partners.

## **INDIVIDUAL GIVING COORDINATOR (cont.)**

### **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, fundraising and stewardship events, and scheduled All-staff meetings.

### **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 or government 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.