



INDIVIDUAL GIVING COORDINATOR

Library 21c

40 hours per week, exempt | Position # 231155001

Open to all qualified current staff and external applicants.

Date Posted: September 26, 2024

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

Starting Wage: \$25.75 per hour - \$34.11 per hour+ full benefits
(for benefits information, please see ppld.org/careers/benefits)

Position Hours: 40 hours per week per the following schedule:

Monday – Friday: 8 a.m. – 5 p.m. with some evenings and weekends

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 at the Application Tab. If It is an internal only job posting, please log In to ESS to fill the application.
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

Closing Date: This position is open until filled.

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 (contd.)

Position Summary

To help fulfill the Library's mission, the coordinator oversees 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.

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.
- Coordinates and executes gift processing and gift acknowledgment procedures working closely with database administrator to accomplish both in a timely fashion.
- Provide operational and administrative support to the department.
- Manages Foundation cultivation, stewardship, and fundraising events to ensure an exceptional experience, including logistics, budgeting, sponsorship identification, vendor and staff relationship management, and volunteer recruitment and management.
- Creates and implements development efforts in traditional media, electronic communication and social media, online giving, crowdfunding, and the Foundation website.
- 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 the donor database (Raiser's Edge) for PPLD Trustees, PPLD Foundation board members, and foundation team members.
- Works with the Finance Department to ensure accurate financial reports on a monthly basis.
- Maintains a comprehensive knowledge and understanding of PPLD's mission, vision, and values 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.

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.

INDIVIDUAL GIVING COORDINATOR (contd.)

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.
- Ability to get along with co-workers and supervisors.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

Education and Experience:

1. Requires a Bachelor's degree.
2. Requires 2 years of professional fundraising or marketing communication experience in a nonprofit or government environment.
3. Requires a valid 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.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

INDIVIDUAL GIVING COORDINATOR (contd.)

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.
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