

## POSITION DESCRIPTION:



### **ALTADENA LIBRARY FOUNDATION COMMUNITY ENGAGEMENT COORDINATOR**

The Altadena Library Foundation is a non-profit organization whose mission is to *bring people, ideas and resources together through fundraising and advocacy in support of our Altadena Libraries*. The Foundation seeks a **Community Engagement Coordinator** to support board directors with fundraising and other foundation activities.

The position is part-time, requiring 10 hours weekly. The individual may work remotely but, will require some time monthly at the Altadena Library. This individual will report to the Foundation Board president. Occasional nights/weekends for select events will be required.

#### ***Qualifications***

- Two years of college
- Experience with non-profit fundraising and administration preferred
- Ability to enter data and produce reports using online donor database
- Experience using social media to communicate
- Familiarity with grants research and grant writing
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Excellent organizational, communication, interpersonal and technology skills
- Detail oriented and self-motivated
- Ability to meet deadlines while managing multiple projects
- Ability to work independently and as part of a team
- Committed to the mission and work of the Altadena Library Foundation
- Familiarity with Altadena community

#### ***Responsibilities***

1. Data entry and donation processing:
  - a. Updates and maintains donor and prospect constituent records in the database.
  - b. Manages donation entry processes, including copying checks, tracking donor responses, running financial reports and reconciling deposits.
  - c. Uploads online transactions (e.g., sign-ups, profile updates, donations, and event registrations) from online giving systems.
  - d. Provides regular analytical reports from the fundraising software.
  - e. Files all donation-related paperwork and maintains organized filing systems and binders (primarily online files and archives).
2. Budget tracking and check requests:
  - a. Prepares, routes and files accounts payable check requests.

- b. Tracks expenses in budget monitoring system.
  - c. Assists Treasurer with budget reconciliation and other financial tasks.
3. Donor Relations:
- a. Manages donation acknowledgement process.
  - b. Responds to Foundation inquiries (or directs to President).
  - c. Implements ways to engage prospective donors and enhance relationships.
4. Fundraising:
- a. Recommends outreach possibilities to enhance awareness of Foundation.
  - b. Researches and recommends grant opportunities and assists with proposals.
  - c. Identifies and informs Board President of potential donor.
5. Mailings and Mailing List Maintenance:
- a. Ensures data integrity and database performance.
  - b. Assists with solicitations and other Foundation mailings.
  - c. Posts mailings, works with mail house or volunteers.
6. Special Event Support:
- a. Assists with mailings, phone inquiries, in-kind gift tracking, ticket sales, corporate sponsorships and other clerical duties as designated by project managers of special events.
  - b. Attendance at special events.
7. General clerical support for Foundation Directors as assigned by the Board President.

This is an 'at-will' position with periodic performance reviews. Background checks will be conducted.

**Qualified candidates should** forward a resume with references and cover letter to:

President, Altadena Library Foundation  
600 East Mariposa Street  
Altadena, CA 91001-2211

or email to: [admin@altadenalibraryfoundation.org](mailto:admin@altadenalibraryfoundation.org)

Application deadline is July 1, 2021