



Capital Campaign Coordinator

Reports to: Library Director
Position Type: Temporary Part-Time, Hourly
Salary: \$25.00/hour
Schedule: Flexible Work Schedule - Maximum 10 hours / week

Job Summary:

The Capital Campaign Coordinator is primarily responsible for coordinating all aspects of the Acton Public Library Capital Campaign in conjunction with the Library Renovation Committee.

Essential Duties:

- Collaborate with the Library Renovation Committee, library administration, and staff to create a fund development plan which increases revenues to support the capital campaign project.
- Monitor and report the progress of the capital campaign.
- Works with and supports the efforts of the Committee.
- Coordinates all strategies and activities for donor cultivation and solicitation.
- Assists the Library Renovation Committee with recommending and researching potential new donors.
- Assist with planning and execution of campaign events.
- Communicates and collaborates with the Library Renovation Committee, and the Library Director to develop strategies to meet fundraising goals.
- Attends committee meetings.
- Works with the Library Renovation Committee and Library Director to develop a public relations plan, including advertising and publications to promote fundraising activities.
- Demonstrates passion for and commitment to the library mission, and the ability to articulate that passion and commitment to a variety of audiences. Upholds the principles of the Library Bill of Rights and Freedom to Read Statement.



Knowledge, Skills, Abilities

- Proven experience in designing and managing fundraising and development programs.
- Experience with developing and maintaining productive working relationships with trustees and donors.
- Excellent verbal and written communication skills, including social media.
- Strong interpersonal and organizational skills.
- Desire to build external relationships among community members and organizations.
- A positive attitude and sincere concern for people and the community.
- Ability to work as a leader and as part of a team.