The Development Associate plays a key support role for Friend of HCL’s fundraising efforts ensuring that our growing donor base receives the highest-quality care and service. This includes accurate data entry, prompt acknowledgment generation, fastidious database management and regularly communicating with Library supporters in a warm, friendly manner. In addition, the position helps keep our fast-paced office functioning efficiently and effectively by undertaking administrative functions such as meeting planning, administrative support and general office management. The Development Associate will serve an active member of the development team in meeting Friends of HCL’s fundraising and institutional goals.

Primary Job Functions:

- **Maintain, secure, and update donor database and constituent files (40%)**
  - Process and record gifts in the donor database.
  - Record all pertinent constituent contacts into the database including appeals, event attendance and board stewardship.
  - Ensure constituent records are current and complete.
  - Ensure donation records are securely filed.

- **Maintain and support the annual membership campaign (35%)**
  - Generate queries for regular member mailings.
  - Prepare, assemble, and mail solicitations.
  - Generate, assemble and mail gift acknowledgements.
  - Work with Membership Manager to continually improve process and materials to align with researched best practices.

- **Provide front-line reception service to office visitors, callers and staff. (15%)**
  - Provide back-up box office support for Pen Pals Author Lecture series as needed.
  - Maintain reception area and open office daily in a timely manner.
  - Answer phones, direct calls, and take messages.
  - Manage incoming and outgoing mail.
  - Maintain office supplies at appropriate levels.

- **Provide support to the Executive Director, Director of Development, and the Board of Directors (10%)**
  - Maintain the organizational calendar of board and committee meetings and events.
  - Maintain the annual board book and update as necessary.
  - Assist in the coordination of meetings for Executive, Finance, Development, Governance Committees including reserving space, ordering of refreshments, sending meeting materials and taking meeting minutes, as needed.
QUALIFICATIONS

- 2+ years of professional experience, preferably in a non-profit setting.
- B.A. or B.S. degree.
- Excellent organizational and communication skills.
- Experience with donor management systems preferred (ETapestry) including running queries and reports.
- Experience with Microsoft Office (Word, Excel and Power Point).
- Ability to work efficiently and effectively on multiple projects at once.
- Team spirit and a positive attitude.
- Passion for libraries and the people they serve.

To apply for the position:
Send application to Adam Breininger at abreininger@hclib.org. Application materials should include cover letter, resume, and salary requirements. Applications are due by September 23, 2016.