



POSITION DESCRIPTION

Position Title: Development and Events Coordinator
Report to: Director of Development
Status: Exempt

Organization Overview:

Founded in 1984, the Library of Virginia Foundation supports the Library of Virginia and its mission by raising private financial support, managing its endowment, and overseeing programming that brings Virginia's history and culture to life. The Foundation is a 501 c3 nonprofit governed by a Board of Trustees whose sole beneficiary is the Library of Virginia. The Foundation is not a grant making organization.

The Library of Virginia is one of the oldest agencies of Virginia government, founded in 1823 to preserve and provide access to the state's incomparable printed and manuscript holdings. Our collection, which has grown steadily through the years, is the most comprehensive resource in the world for the study of Virginia history, culture, and government. The Library also advances the development of library and records management services statewide.

Position summary:

The Development and Events Coordinator will work closely with the Director of Development, the Executive Director, Senior Advancement Officer, and Development and Events committees of the Board of Directors to meet the Foundation's dynamic fundraising and programmatic goals. The Development and Events Coordinator will be a keystone member of the team, with a concentration in successfully leading annual giving, special and programmatic events, and donor stewardship initiatives. This position will also be responsible for effective and efficient use of resources and the donor management system to measure and achieve development goals. They will be asked to think both strategically about the larger efforts of the department, along with performing highly detailed and creative work daily.

Core duties and responsibilities:

70% Fundraising and Fundraising Operations

- Create and implement an annual strategy for cultivating and stewarding donors through mailings, social media, events, targeted appeals, email, and other innovative techniques that can attract a diverse range of donors
- Remain up to date on the latest fundraising techniques to attract new donors and adopt new practices to further the Foundation's fundraising goals
- Involve board members in annual giving strategies to expand impact and buy-in
- Maintain donor database
- Work with Assistant Director of Finance and Administration to reconcile donations with accounting records for accuracy
- Work with Director of Development to develop, manage, and track budgets for direct mail, special events, and related initiatives



30% Event Administration and Cultivation

- Along with the Director of Development, strategically create a robust cultivation events calendar that recognizes long-standing events while welcoming new traditions
- Work with Executive Director to plan and implement Weinstein Author Series and related programs
- Lead all pre-event and day-of logistics for events, including the Virginia Literary Awards celebration events, cultivation events, donor stewardship opportunities, and Weinstein Author Series
- As needed, work with event vendors and consultants
- Create and implement new techniques and fine tune existing techniques to make events as profitable as possible
- Engage board members to fully utilize their ideas, connections, and talents
- Work in conjunction with the Library's Marketing and Communication staff to ensure the Library's presence at events conveys its mission, services, and needs

Job Specifications:

- Ability to perform job in accordance with the Foundation's policies & procedures
- 1-2 years successful experience in fundraising
- 1 year experience in special events coordination
- Highly motivated self-starter that is willing to be accountable for assigned projects
- Ability to pivot, be flexible, and manage ambiguity as needed
- Experience with a fundraising related CRM (Bloomerang) and wealth screening (DonorSearch)
- Strong interpersonal skills and the ability to work in complex environments to foster goal accomplishment
- Good organizational, critical thinking, and strong analytical skills to organize and coordinate a varied workload
- Commitment to ethical fundraising as defined by the AFP Code of Ethics
- Proficient in Microsoft Office programs
- Ability to communicate and present effectively both verbally and in writing
- Ability to manage multiple projects and strong attention to detail skills are required.
- Must be a collaborative team player and able to adapt to change and demonstrate flexibility
- Availability during weekends and outside normal office hours as required

Experience and Education:

A bachelor's degree from an accredited college or university is required. Other qualifications include: 1-2 years successful experience in fundraising; strong interpersonal skills; experience with donor databases and prospect research.

Salary range: \$45k - \$55k, commensurate with experience.

The Library of Virginia Foundation offers competitive benefits including a 401k Retirement Match, 75% employer covered individual and family health coverage, life insurance, and paid PTO.

To apply: please send cover letter and resume to elaine.mcfadden@lva.virginia.gov. No phone calls please.