



Donor Relations Associate

Lancaster Public Library invites applications for a full-time Donor Relations Associate who reports to the Director of Donor Advising. We seek a team member to support and enhance the fundraising efforts of Lancaster County's largest library. This individual will create and execute comprehensive donor relations strategies and play a crucial role in advancing the Library's mission and community impact through innovative fundraising programs and strategies.

The Lancaster Public Library (LPL) inspires, empowers, and strengthens our community by connecting people with information, ideas, and enriching experiences. By providing equitable access to vital educational resources, exceptional programming, and community building opportunities, the Lancaster Public Library is recognized as a dynamic center of knowledge and a cornerstone of a thriving Lancaster community. Lancaster Public Library is an at-will employer and an Equal Employment Opportunity Commission (EEOC) and Americans with Disabilities Act (ADA) compliant organization. As such, Lancaster Public Library is committed to providing access, equal opportunity, and reasonable accommodations for qualified individuals with disabilities.

Key Responsibilities

- Collaborate with Director of Donor Advising to refine and implement fundraising strategies, focusing on annual fund, planned giving campaigns and grant writing.
- Serve a key role in major gift fundraising activities, including research, cultivation, solicitation, and stewardship with individuals, foundations, corporations, municipalities, and other community partners.
- Manage specific donor relations projects and initiatives as directed by the Director of Donor Advising, including EITC (Educational Improvement Tax Credit) funding.
- Maintain and enhance the donor database, ensuring the integrity of data and the efficiency of donor communication systems.
- Analyze donor data to produce reports and insights that guide fundraising strategies in coordination with the Director of Donor Advising.
- Work with the Accounting department to ensure compliance with donor wishes, legal requirements regarding gift conditions and reporting, and accounting standards.
- Partner with the Director of Communications for effective marketing and communications with key stakeholders.
- Manage donor events and fundraisers; engage with community volunteers.



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Qualifications

- Bachelor's Degree or related training, education, and / or experience.
- Minimum three (3) years of relevant work experience in fundraising/marketing/sales.
- Experience with donor or sales database management. Boomerang experience a plus.
- Grant writing experience is a plus.
- Proficient in Excel.

Knowledge, Skills, and Abilities

- Experience with donor or sales database management. Bloomerang experience a plus.
- Grant writing experience is a plus.
- As an equitable resource for every person in the community, Lancaster Public Library strongly encourages individuals from underrepresented groups to apply for this position.

Application Process

Submit via email a resume and cover letter to Kathy Leader, kleader@lancasterpubliclibrary.org or 151 North Queen Street, Lancaster, PA 17603.

- Please include three professional references and salary requirements
- Background check required after a conditional job offer is made.

The Library currently provides a competitive benefits package that includes: a 403(b) plan with employer match, employer defined contribution toward medical benefits, PTO, and paid holidays.