



## Foundation Coordinator

Part-time

### Position Description

The RFPL Foundation is a not-for-profit organization that advocates for and solicits donations to support the objectives of the River Forest Public Library. We are seeking an independent contractor to work on communications and operations. For success, the Coordinator must be highly organized and capable of effective communication with donors, Foundation directors and Library staff. The position is ideal for someone working from home or their own office, who can supply their own computer, phone, and internet connection. With success, the position can grow over time.

1. Responsibilities
  - A. **Donor Management** including depositing and acknowledging donations, and maintaining a database of donations and donors.
  - B. **Financial Management duties** include bookkeeping and preparing periodic reports for the Directors.
  - C. **Communication and Marketing** will include managing the annual calendar of Foundation activities, managing and updating the website, and drafting articles, press releases, and other communications.
  - D. **Special Events** planning and execution will include coordinating supplies including food and beverages, help with logistics, and event management.
2. Qualifications
  - A. Detail-oriented and results-driven with exceptional organization skills;
  - B. Professional ethics, confidentiality, discretion and judgement;
  - C. Strong communication skills including excellent interpersonal skills for dealing with donor, volunteers, library staff and Foundation Directors;
  - D. Strong skills with software for office productivity, web site management, donor management, and bookkeeping;
  - E. Initiative, creativity and problem-solving skills;
  - F. Experience in marketing or sales a plus;
  - G. Experience in fundraising desirable but not required.

High school diploma required. Bachelor's degree strongly preferred.

Hours and compensation: 20 hours per month (5 hours per week); up to \$20.00 per hour depending on education and experience.

To Apply: Please send your letter of interest and resume by email to the Search Committee at [rfplfoundation@gmail.com](mailto:rfplfoundation@gmail.com).