



Okotoks Public Library
7 Riverside Dr. West
Okotoks, AB T1S 1A6

403-938-2220

www.okotokslibrary.ca

Position Title: Okotoks Public Library Fund Development Coordinator

Reports To: Committee (Director Library Services and Okotoks Public Library Board Trustees)

Position Hours: 24 hours per week (12-month Contract, with possibility of extension)

Salary: \$30.00/hr + Bonus (based on performance)

Position Start Date: November 12, 2019

The Okotoks Public Library Board is seeking an enthusiastic, energetic person to lead and coordinate fund development efforts. If you're a capable multi-tasker with proven experience and would enjoy the challenge of leading and coordinating fund development for our library expansion, we want to hear from you.

Major Duties & Responsibilities:

- Practices ethical fund development in keeping with the mission and values of the Okotoks Public Library;
- Develops and implements an annual fund development plan, including helping to set targets;
- Monitors and provides a monthly report which measures progress towards achieving the fund development plan;
- Works with the Board, Library Director and Staff to promote the library and maximize public awareness of the library's fundraising activities;
- Researches grant opportunities and, with the approval of the Board, prepares grant applications and tracks and prepares reports for assigned grants;
- Researches, identifies and, with the approval of the Board, secures gifts, sponsorships and partnerships;
- Assists with event fundraising and coordinating volunteers for fundraising events;
- Develops relationships and connections with the local community specifically with donors, corporations and local business leaders;
- Keeps up to date on current fund development programs, practices and procedures used in the non-profit sector and informs leadership of items that would benefit the Okotoks Public Library efforts;
- Oversees the supporter cycle: research/identification, acquisition, recognition and stewardship;
- Oversees the fund development records.

Employment Requirements & Preferences:

- Post-secondary degree or diploma preferred;
- A minimum of 3 years success in fund development with a non-profit;
- A minimum of 3 years marketing/public relations experience;

- Demonstrated success organizing and delivering a fund development campaign;
- Demonstrated success in securing grants, gifts, sponsorships, and partnerships as well as event fundraising;
- Strong computer skills including proficiency using Microsoft Office applications;
- Proven experience working with volunteers;
- Strong organizational, interpersonal and project management skills;
- Strong verbal and written English language skills combined with excellent communication, research and presentation skills;
- Ability to work with minimal supervision—self-motivated and confident;
- Ability to work flexible hours, including some evenings and weekends;
- Discreet and competent in handling confidential information;
- Knowledge of the Okotoks and Foothills County area is an asset.

Core Abilities and Skills Required for Success:

- Follows the Okotoks Public Library mission, values and vision;
- Self-directed work practices;
- Works efficiently and productively in a cost-effective way;
- Ability to work as a team member when appropriate;
- Excellent time management skills with the ability to multi-task and handle multiple priorities;
- Ability to maintain accurate records.

Okotoks is situated just south of Calgary and is a growing community with an excellent commercial hub, wonderful green spaces, recreation and culture amenities, and walking/biking trails. At the heart of this vibrant rural community situated in the Sheep River Valley, is the Okotoks Public Library. The library is one of the busiest in the Marigold Library System and serves a Town of Okotoks population of nearly 30,000 and a M.D. of Foothills population of 25,000.

Applications must be received no later than: Tuesday, October 15, 2019

Applicants please send a cover letter and resume to board@okotokslibrary.ca with the subject heading: Application: Fund Development Coordinator