



**LIBRARY OF  
MICHIGAN  
FOUNDATION**

## **Library of Michigan Foundation, Lansing, MI Administrative Associate/Data Management (20 hours/week)**

**Posting July 2021**

### **Job Description**

#### **General Purpose of Job:**

The Administrative Assistant/Data Management Associate serves as a key representative of the Library of Michigan Foundation, with direct responsibility of serving the Chief Development Officer and the Foundation Board of Directors. This individual will embrace the Foundation's mission and vision to raise awareness and funds to support the Library of Michigan in order to enhance library services and literacy throughout the State of Michigan. The Administrative Assistant/Data Management Associate will be a valued part of the development team, demonstrating the highest level of professional actions and personal integrity.

This is a part-time position, expected to work an average of 20 hours per week.

### **Essential Duties**

This job description is intended to cover the essential duties assigned on a regular basis. Associate may be asked to perform additional duties as assigned by the Chief Development Officer.

- Provide overall administrative support for Chief Development Officer in creating thoughtful and fundamentally sound development plans to include identification, cultivation, solicitation, and stewardship activities.
- Work closely with the Chief Development Officer to develop and implement successful fundraising campaigns to support the achievement of Foundation goals; attend events and activities as needed.
- Actively uses the Foundation's database to grow and track, current and prospective, donors to support donor outreach strategies. Research donors as needed. Develop donor list, prospect lists, and reports.
- Assist in the development of donor centric tools, i.e., giving calendar, online giving platforms, etc.
- Prepare donor communications, including thank you letters, appeals, electronic outreach.
- Assists in preparation and submission of relevant grant proposals and opportunities.
- Prepare for Board of Director committee and subcommittee meetings, i.e., agendas, minutes, attendance, distribution and upkeep of board documents and records. Assist in developing a donor matrix.
- Assist in the development of marketing and public awareness tools such as infographics. Coordinate with industry vendors in the creation of marketing tools as needed.
- Manage the Foundation's social media outlets. Manage website.
- Coordinate insurance coverage and annual completion of non-profit status/maintenance records.
- Serve as point of contact for the organization, i.e., phones, website inquiries, etc.

- Perform all general administrative support, as needed, i.e., photocopying, individual and bulk mailings/appeals, purchase/maintain office supplies, maintenance of office equipment, retrieve offsite mail, electronic and physical files, etc.

### **Job Requirements**

**General Requirements:** Strong attention to detail, takes initiative, and can work independently. Strong communication skills and enthusiasm for the mission of the Library of Michigan Foundation.

### **Work Experience**

- Experience with managing a donor data base – preferred
- Experience with Quick Books – preferred
- Experience with Word Press and website management – preferred
- Experience with social media management – preferred
- Experience in working in a non-profit (501c) and/or foundation setting – preferred
- Experience in managing event details – preferred

### **Education**

- Associate and/or bachelor-degree in Marketing, Public Awareness, Communications, Nonprofit Management, Business, or related field

### **Specialized Knowledge and Skills**

- Ability to work effectively with diverse individuals in a way that engenders trust and confidence.
- Understanding of fundraising principles and strategy.
- Initiative to work independently, effectively, and efficiently while managing multiple priorities.
- Strong interpersonal, verbal, and written communication abilities.
- Strong judgement and decision-making ability to think on one's feet, evaluate relevant information, recognize alternatives, and reach logical conclusions based on information available.
- Dedication to maintaining confidentiality.
- Ability to coordinate information, assist in planning projects, establish, and carry out defined priorities while remaining focused on plans, goals, and outcomes.
- Strong analytical skills and high level of attention to detail and accuracy.
- Ability to work well within a team environment as well as independently.
- Proficiency in Keela and/or similar donor data base system.

*The Library of Michigan Foundation is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected Veteran status.*