



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	Development Specialist	Supervisor:	Director of Development
Location:	Martin Library	Classification:	Full-Time/Non-Exempt
Department:	YCLS Development	Hours:	40 hours per week
Schedule:	Monday – Friday, typically 8:30am – 5:30pm		

GENERAL DESCRIPTION

Under the direction of the Director of Development, the Development Specialist is responsible for the day-to-day function of the Development Office, including database management; donor correspondence; data analysis and reporting; and assisting in grant writing/research.

EDUCATION & EXPERIENCE REQUIREMENTS

- Bachelor's Degree required; course work in grant writing and communications preferred
- Grant writing/research or communications experience preferred
- Experience with fundraising databases preferred; specifically ResultsPlus
- Experience using Microsoft Office is required
- Current PA Child Abuse Clearance; PA Criminal History Check; FBI Fingerprint Based Record Check; and Mandated Reporter Training Certificate

GENERAL REQUIREMENTS

Strong written and oral communication skills are required. Candidate must be highly organized with superior attention to details; have strong database skills and aptitudes; and be knowledgeable of proper practices related to donor record maintenance and gift accounting, including confidentiality. Proven track record in grant writing with demonstrated results is required. A professional demeanor and the ability to be a flexible self-starter are necessary to be successful in this position.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally.
- Must be able to push/pull carts weighing up to 120 pounds.
- Must be able to reach, lift, and stretch throughout the work day.
- Must be able to stand and/or walk up to four hours at a time.
- Must be able to sit for up to four hours at a time

DUTIES AND RESPONSIBILITIES

- Create records and maintain the integrity of the fundraising database (Results Plus). This includes managing and updating digital records, files, and those stored in the database.
- Analyze data, run queries and build reports to strengthen advancement efforts.
- Identify useful metrics, collect data, analyze data and prepare reports
- Research grant opportunities, write grant proposals, prepare grants for delivery and prepare follow-up reports.
- Assist with fundraising activities, such as recording gifts and payment schedules, preparing letters and solicitation packages, and maintaining updated files and contact lists.
- Answer calls for the Development Office and manage the Development Office calendar.
- Process incoming and outgoing mail/email.
- Process daily contributions for deposit. Enter daily gift amounts into the Results Plus database.
- Acknowledge gifts in a timely fashion and prepare gift activity reports as needed.
- Coordinate and complete bulk mailings (prepare and deliver bulk mailings to the post office) and recruit volunteers to assist in this process.
- Maintain inventory of Development office supplies/stationery and replenish as needed.

- Coordinate meeting arrangements and take minutes for Development meetings.
- Other duties as assigned by the Development Office.

ADDITIONAL INFORMATION

Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment.

Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit www.yorklibraries.org/apply to complete an employment application.