



Centre Region Council of Governments

SCHLOW CENTRE REGION LIBRARY

www.schlowlibrary.org

JOB DESCRIPTION

Job Title:	Philanthropy Assistant	Hours:	15-20 hrs/week
FLSA Status:	Non-Exempt	Pay:	\$16.50 starting, DOQ
Reports to:	Manager of Philanthropy	Contract Term:	Annual
Department:	Administration / Philanthropy Office		

JOB SUMMARY: This position will support the fundraising, advocacy and development efforts of Schlow Centre Region Library and the Schlow Library Foundation.

The Philanthropy Office coordinates donations and fund drives, hosts donor events, manages estate gifts, and enhances donor relationships through communications and stewardship as well as supports the efforts of the Schlow Library Foundation in fundraising. This position will assist with clerical, data, and financial tasks associated with fundraising for both the Library and the Foundation.

The position is made possible by the Schlow Library Foundation and available funding for continuation of the position will be reviewed on an annual basis.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities described below are indicative of what the **Philanthropy Assistant** may be asked to perform, other duties and projects may be assigned:

- Provide Administrative Support to the fundraising team, including the Manager of Philanthropy, the Schlow Library Director, and the Schlow Library Foundation President, as needed.
- Responsible for weekly data entry of donations and maintaining the quality of the donor database system, including database imports and exports. This also involves reporting, preparing tax letters / thank you cards, processing of memorial gifts and online donations from multiple sources.
- Research, analyze data, and compile reports for donor mailings and events. Including excel sheets and pivot tables and complex mailing lists.
- Assist with donor events and activities, including communication, solicitations, invitations, RSVP's, etc. Includes responding to donor questions and inquiries, assisting donors with forms and processes, and providing excellent customer service in all situations.
- Meeting support for Schlow Library Foundation, including room set up, purchasing meeting supplies, and preparing agendas/minutes. Including use of Google calendar invitations, zoom scheduling, and doodle polls.

QUALIFICATIONS REQUIREMENTS: To perform this job successfully, candidates must have strong interpersonal and organizational skills, ability to write and speak in a courteous and clear manner,

attention to detail, and ability to work independently to track and manage their projects. Excellent customer service skills and personal accountability in work habits, including confidentiality, are essential for this position. Advanced Excel skills, an enjoyment of data and details, and ability to manage many details are important.

Working knowledge of Google Suite, Trello, and Slack are positive assets.

The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent, 2 years post-secondary education preferred.
- Employment will require successful completion of background check(s) in accordance with COG policies.
- A valid PA driver's license is required.
- Two to three years of experience in an administrative position.
- Excellent PC skills including proficiency in Microsoft and Google (Word, Excel, Google docs, Google sheets, Google calendar).
- Ability to organize, prioritize and carry out clerical/data work with minimal supervision.
- Experience with database reports, mailing list preparation, and budget reports a plus.

SKILLS AND ABILITIES:

- Demonstrated skill in writing, editing and formatting documents such as letters and reports.
- Strong attention to detail in formatting and documents.
- Ability to cooperate with staff and the public in a friendly, courteous, and collaborative manner.
- Ability to use office equipment such as computers, photocopy machines, postage machine.
- Ability to maintain confidentiality of information.

LANGUAGE SKILLS:

- Presents oral and written communications in a clear, concise, and respectful manner.
- Ability to edit communications and reports for accuracy and proper grammar.
- Sensitivity to individuals from other cultures and backgrounds.

MATHEMATICAL SKILLS:

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Bookkeeping background a plus.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING SKILLS:

- Ability to organize time and resources
- Ability to define problems and deal with a variety of situations
- Ability to think quickly, maintain self-control, and adapt to stressful situations
- Ability to work under a time constraint
- Ability to use good judgment and effectively solve problems
- Ability to plan work and establish priorities

PHYSICAL WORK ENVIRONMENT: The physical demands and work environments described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Environment:

- The duties of this job include physical activities such as keying, typing, talking, hearing/listening, and performing repetitive motions
- The physical requirements of this job include sedentary work and active work that would include walking, lifting and other moderately strenuous activities
- This job is performed in an office environment for most of the time
- Ability to perform meeting room set up which includes arranging the tables and chairs for meetings, purchasing and transporting meeting supplies, carrying boxes

Work Environment: The work environment may include some of the following:

- Time pressure (frequent rush jobs, urgent deadlines, etc.)
- Extensive details to track, including donor requests, honor/memorial gift details, budgets and projects.
- Working under distractions such as telephone calls and other disturbances
- Interacting with difficult customers
- Managing and organizing frequent or complex requests from a variety of people