



LEWISBORO LIBRARY  
*The Heart of the Community*

### Job Title: Part-time Development & Marketing Coordinator

The Lewisboro Library is a public association library serving the Town of Lewisboro including Cross River, Goldens Bridge, Lewisboro, South Salem, Vista, and Waccabuc as part of the Westchester Library System. The mission of the Lewisboro Library is to provide the community with free, uncensored access to information through a variety of media and services, and offer educational, cultural, recreational, and civic engagement opportunities in a welcoming and safe atmosphere that supports intellectual and social involvement.

Reporting to the Library Director and working alongside other tenured staff, this position is an ideal fit for a rising professional eager to develop experience in fundraising and philanthropy or a seasoned fundraiser seeking part-time employment in a quiet atmosphere. Successful candidates will demonstrate strong aptitude for systems-thinking and problem-solving, outstanding written and verbal communication skills, relationship-building competencies, attention to detail, critical and creative thinking, and the capacity to work independently and collaboratively within an evolving environment.

#### Responsibilities:

- Manage donor database (Bloomerang) with accuracy and integrity, entering gifts in a timely manner, tracking program and event attendance as well as donor engagement, and generating tax acknowledgements
- Prepare mailing lists and reports using Bloomerang software and provide updates outlining the progress of fundraising campaigns and events
- Oversee the integration of Bloomerang and email marketing software, Constant Contact, to ensure active email engagement with our audiences
- Work with the Library Director and Board of Trustees to implement and set up fundraising events to benefit the library

- Serve as the main point of contact with the Library's part-time bookkeeper and support initial reconciliation of funds and monies received
- Work with the Library Director and Board of Trustees to create seasonal, mailed appeals and email solicitations, and support the creation of e-newsletters, social media and other advertising campaigns, as assigned
- Contribute to additional development and marketing initiatives, as needed

### Qualifications

- One or more years' experience with nonprofit development, program planning, and execution or two or more years of office administrative experience required
- Experience with CRM database strongly preferred
- Proficiency with Microsoft Office and Google Suite required with strong Excel skills necessary.
- Experience with Constant Contact, social media and design tools like Canva a plus
- Must be able to sit or stand for extended periods of time, occasionally lifting and moving objects up to 25 pounds
- Handle confidential information in a sensitive manner
- Occasional evening and weekend work

We know there are great candidates who won't meet all of these qualifications, and we also know you might bring important skills and experience that we haven't considered. If that's you, don't hesitate to apply and tell us about yourself.

### Compensation and Benefits

- \$20/hour, guaranteed 10 hours/week with possible additional hours in May/June and November/December,
- Prorated paid sick leave
- This part-time position is based in South Salem, NY

Please send resume to: Cindy Rubino, Library Director at [crubino@lewisborolibrary.org](mailto:crubino@lewisborolibrary.org).