MANCHESTER COMMUNITY LIBRARY

138 Cemetery Ave / PO Box 1105
Manchester Center, VT 05255

Advancement Coordinator

Position Summary

The Advancement Coordinator supports Manchester Community Library's fundraising, donor engagement, and communications activities. This role is responsible for maintaining advancement systems and processes, supporting donor cultivation and stewardship, conducting prospect research, and producing routine communications.

The position serves as the primary administrator of the Library's donor database and helps ensure that gifts, donor records, fundraising campaigns, stewardship activities, and communications are managed accurately and consistently. Working closely with the Advancement & Communications Director and Communications Coordinator, this position contributes to an integrated approach to fundraising and communications.

Reports to: Advancement & Communications Director

Status: Part-time, 28 hours per week

Key responsibilities

Advancement Operations

- Maintain the Library's fundraising CRM and ensure the accuracy and integrity of donor records.
- Process gifts and pledges, generate acknowledgments, and reconcile gift records.
- Prepare donor lists, audience segments, reports, and data exports for fundraising campaigns and communications.
- Administer recurring-giving processes and respond to routine donor questions.

- Track fundraising results and donor cultivation, solicitation, stewardship, and follow-up activities.
- Conduct prospect research and prepare donor profiles and meeting briefings.
- Support stewardship of first-time, recurring, lapsed, and mid-level donors.
- Conduct appropriate donor outreach, including thank-you calls, emails, meeting follow-up, and responses to donor questions.
- Support annual appeals, MCL Sustainers, donor events, and other fundraising initiatives.
- Maintain advancement procedures, documentation, and workflows.
- Provide research, data, and administrative support for grant and corporate-giving activities as requested.

Communications

- Build routine newsletters and other communications using established templates.
- Schedule approved social media content.
- Create standard program posts, event webpages, and templated flyers.
- Maintain routine website and event information.
- Coordinate printing, mailing, and distribution.
- Maintain sponsor and donor recognition information.
- Support fundraising campaigns across email, web, print, and social media.
- Prepare audience lists and data segments for targeted communications.
- Track shared campaign tasks, deadlines, and handoffs.
- Work with the Communications Coordinator to ensure communications follow established brand, editorial, and design standards.

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About You

- Highly organized and detail-oriented, with a commitment to accuracy and follow-through.
- Comfortable balancing recurring responsibilities with multiple projects and deadlines.
- Experienced with databases, spreadsheets, CRM systems, or similar recordkeeping tools.
- Strong research, writing, and communication skills.
- Comfortable communicating with donors and community members by phone, email, and in person.
- Able to handle confidential donor and financial information with discretion.
- Collaborative and able to work effectively across departments.
- Comfortable producing communications within established templates and standards.
- Resourceful and interested in improving systems and processes.
- Demonstrates sound judgment and professional integrity.
- Appreciates the mission of public libraries and the role they play in strengthening communities.

Compensation & Benefits

This position offers a starting wage of $23 per hour, along with a generous package of paid time off. Eligible employees receive paid vacation, sick leave, and holiday pay, supporting a healthy work-life balance.

We strive to provide a supportive, welcoming workplace where employees feel valued and have the opportunity to do meaningful work in service of our community.

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Please note the above job description describes the general nature, tasks, responsibilities, and level of work; it is not an all-inclusive list of every responsibility, duty, and skill required for the position. Other duties may be assigned depending on organizational needs.