

# York County Library System

Answers for Living ♦ Knowledge for Life ♦ [www.yorklibraries.org](http://www.yorklibraries.org)

## JOB DESCRIPTION

**Title:**Development Specialist

**Department:** Advancement

**Supervisor:** Director of Finance & Advancement

**Individuals Supervised:** None

**Classification:** Part-Time (10 hours)/Non-Exempt

**Schedule:** Varies

### Specific Education:

Must have an Associate's degree (or equivalent).

### Experience Requirements:

At least two years of administrative support experience in a fast paced environment. Substantial experience working with databases is required (knowledge of Results Plus is preferred). Experience using Microsoft products: Word, Excel, Power Point and Access are necessary.

### General Requirements:

Candidate must enjoy performing a variety of administrative tasks such as writing correspondence, answering the phone, updating files, data entry, and preparing mailings. Must also enjoy interacting with and assisting others. This position requires someone with excellent communication skills, effective organizational skills, a strong attention to detail, and the ability to maintain confidentiality. It is important that the candidate be energetic, possess a professional demeanor, be a self-start, be flexible, and able to shift work priorities as needed, enjoy problem solving and data mining, and have the ability to anticipate and meet the future needs of the Advancement Team.

### Physical Requirements:

1. Must be able to lift up to 25 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
2. Required to perform simple grasping and fine manipulation tasks with both hands, and requires acceptable corrected vision (in both eyes) and acceptable corrected hearing.
3. Depresses computer keyboard keys and use of mouse.
4. Pick up and holds and lays down handset of telephone
5. Must be able to reach, lift, and stretch throughout the work day.
6. Clear and comprehensive speech required to communicate adequately in performance of this job.

### Duties and Responsibilities:

1. Answer the telephone for the Development Office and manage the Development Office calendar.
2. Process incoming and outgoing mail/email.
3. Process daily contributions for deposit. Enter daily gift amounts into the Results Plus database.
4. Acknowledge gifts in a timely fashion and prepare gift activity reports as needed.
5. Coordinate and complete bulk mailings (prepare and deliver bulk mailings to the post office) and recruit volunteers to assist in this process.
6. Responsible for maintaining the inventory of Development office supplies and ordering supplies as needed.
7. Coordinate meeting arrangements and take minutes for development meetings.
8. Create records and maintain the integrity of our donor database (Results Plus). This includes managing and updating digital records, files, and those stored in the database.
9. Analyze data, run queries and build reports to strengthen development efforts.
10. Assist with fundraising activities. This includes: recording gifts and payment schedules, preparing letters and solicitation packages, and maintaining updated files and contact lists.
11. Perform other administrative tasks as required by the Development Office.

*If you are interested in this position please send a resume, cover letter, contact information for three professional references and a salary history to: [oberrios@yorklibraries.org](mailto:oberrios@yorklibraries.org) by May 24, 2013.*

**The York County Library System is an Equal Opportunity Employer (EOE). All employees are required to obtain a Child Abuse History Clearance and a Criminal Record Check.**