

Title: Communications and Development Associate	Classification: Support Staff II
Primary Work Location: Norristown, PA	Department: Administration
Supervisor: Director of Development	Number of Employees Directly Supervised: 1
Status: ☐ Regular ☒ Temporary	Fair Labor Standards Act Status: Non-exempt
☐ Full-time ☒ Part-time	Hours: <u>19</u> hours/week (Days, Occasional Evenings and Weekends)

Statement of Responsibilities:

The Communications and Development Associate supports the Library's fundraising, communications, and volunteer engagement efforts. This position is responsible for assisting with donor relations, content creation, event support, and coordinating volunteer activities.

Key Responsibilities:

Fundraising & Development Support

- Maintain and update donor database; ensure accurate gift entry and acknowledgment
- Assist with donor stewardship activities, including thank-you letters and reports
- Support annual appeals, campaigns, and fundraising initiatives
- Conduct basic prospect research and assist with donor tracking
- Prepare materials for grant applications and reports as needed
- Attend Friends meetings and support Friends initiatives

Communications

- Create and schedule content for newsletters, website, and social media platforms
- Assist in developing marketing materials such as flyers, email campaigns, and press releases
- Maintain content calendar to support organizational priorities and programs
- Ensure consistent branding and messaging across all communications
- Track and report on basic communications metrics

Volunteer Engagement

- Coordinate volunteer recruitment, onboarding, and scheduling
- Serve as a point of contact for volunteers and provide ongoing support
- Track volunteer hours and maintain accurate records
- Assist in developing meaningful volunteer opportunities aligned with organizational needs
- Support volunteer recognition and appreciation efforts

Events & Outreach

- Provide logistical and administrative support for fundraising and community events
- Assist with event promotion, registration, and follow-up communications
- Represent the organization at events and community outreach opportunities as needed

Administrative Support

- Provide general administrative support to the development and communications functions
- Assist with data management, reporting, and project tracking
- Perform other related duties as assigned

- **Qualifications**

- Associate's or Bachelor's degree in Communications, Marketing, Nonprofit Management, or related field (or equivalent experience)
- 1–3 years of experience in communications, fundraising, or nonprofit work preferred
- Strong written and verbal communication skills
- Proficiency with Microsoft Office and familiarity with social media platforms
- Experience with donor databases or CRM systems preferred
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and meet deadlines

Physical Demands or Requirements (* indicates essential requirement)

Strength/movement requirements

- *Able to lift or move 30 pounds
- *Able to adjust to floor and/or overhead level
- *Able to remain in a stationary position and/or traverse for 2 hours at a time

Manual/physical dexterity requirements

- *Able to manipulate the keyboard of a computer, typewriter, or other office equipment
- *Able to manipulate a mouse, pointing device, or other input device
- *Able to manipulate data cables, cords, connections, or similar power and data devices
- *Able to manipulate pages of books and other library materials, and insert and remove disks

Communication requirements

- *Able to use telecommunication devices to communicate with staff and the public
- *Able to observe, understand, and create written material

Additional Eligibility Requirements

- Employment is contingent upon the submission of the following: PA State Police Criminal History, PA Child Abuse History Clearance, FBI Criminal Background Check, and PA State Mandated Reporter Training within 30 days from the date of hire and resubmission 60 months thereafter.
- Complete at least 6 hours of continuing education every two years as required by Act 37 of 1999 (Title 24PA, C.S.A §9335 (b)(4)).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. All employees must be able to perform the essential functions of this position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent of undue hardship.

Print Name: _____

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____