



Montgomery County-Norristown Public Library
District Library Center serving Montgomery County, Pennsylvania
1700 Markley Street, Suite 116, Norristown, PA 19401
Telephone: (610) 278-5100 • Website: <https://mcnpl.org>

Communications and Development Associate

The Montgomery County-Norristown Public Library (MC-NPL) is seeking a motivated and creative Communications & Development Associate to assist in advancing our mission as a nonprofit public library. This role is ideal for an organized, enthusiastic professional who is passionate about storytelling, fundraising, and strengthening community connections. The Communications and Development Associate supports the Library's fundraising, communications, and volunteer engagement efforts. This position plays a key role in assisting with donor relations, content creation, event support, and coordinating volunteer activities. This position is ideal for someone who wants to make a meaningful impact in our community, gain hands-on experience in nonprofit development and communications, work in a welcoming, mission-driven environment, and help expand access to knowledge, resources, and lifelong learning. Be part of something inspiring. Help us tell our story, engage our community, and grow support for the Library's future.

Benefits we provide:

- Starting salary of \$17.66 per hour
- Work schedule: 19 hours per week (Day shifts and occasional evening and Saturday hours)
- Paid sick leave
- Credit Union
- Employee Assistance Program

About Us:

Our mission at MC-NPL is to be a gateway to lifelong learning by providing convenient access to resources that inform, educate, entertain, and enrich people's lives. MC-NPL has been fulfilling our mission for over 230 years. In addition to library services, we also serve as the district center that provides consultation, support, and delivers items to all 34 libraries throughout Montgomery County, Pennsylvania. In 2024, our main Library, bookmobile services, and four branches circulated over 971, 812 items. MC-NPL is committed to serving our communities by providing them with sources of information, entertainment, and knowledge within our libraries and outside of our library walls.

General Responsibilities:

- Create compelling content for newsletters, social media, campaigns, and promotional materials
- Support donor relations, including acknowledgments, stewardship, and database management
- Assist in planning and executing fundraising events and community initiatives
- Coordinate and engage volunteers to support library programs and events
- Help track donations, prepare reports, and maintain development records
- Promote library programs, services, and impact stories to the community
- Attend Friends meetings and support Friends Initiatives

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
- Experience with donor databases or CRM systems preferred
- A strong communicator with excellent writing and organizational skills
- Creative, detail-oriented, and able to manage multiple priorities

Connected to the World • Committed to the Community • Inclusive of All

- Passionate about libraries, literacy, and community service
- Interested in nonprofit fundraising, communications, and engagement
- A collaborative team player who can also work independently

Potential employment is contingent upon the submission of the results of the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check. Completion of PA State Mandated Reporter Training within 30 days of hire is also required.

Qualified candidates, please submit an application at <https://mcnpl.org/employment/>. Please direct all inquiries to the Human Resources Department at mnhr@mclinc.org. *Montgomery County-Norristown Public Library is an equal opportunity employer.*