



**Job Title:** Donor Relations Associate  
**Reports to:** Director of Donor Advising  
**Status:** Full Time

**Department:** Development  
**FLSA:** Exempt Grade 5

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## POSITION SUMMARY

The Donor Relations Associate supports and strengthens the fundraising efforts of Lancaster Public Library by working closely with the Director of Donor Advising on donor engagement, data management, and fundraising operations. This role contributes to both strategic initiatives and day-to-day execution to advance the Library's mission and deepen community impact.

## OUR MISSION

The Lancaster Public Library inspires, empowers, and strengthens our community by connecting people with information, ideas, and enriching experiences.

## OUR VISION

By providing equitable access to vital educational resources, exceptional programming, and community building opportunities, the Lancaster Public Library is recognized as a dynamic center of knowledge and a cornerstone of a thriving Lancaster community.

## ESSENTIAL JOB FUNCTIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions listed below:

### *Donor Engagement & Fundraising Operations*

- Collaborate with Director of Donor Advising to refine and implement fundraising strategies, focusing on annual fund, planned giving campaigns, and grant writing.
- Support major gift efforts through donor research, cultivation, solicitation, and stewardship.
- Manage specific donor relations projects and initiatives—such as EITC (Educational Improvement Tax Credit) funding and business sponsorships—in coordination with the Director of Donor Advising
- Manage and execute donor events and other fundraising activities.
- Attend library and community events as a representative of the library as requested.

### *Data and Reporting*

- Ensure accurate and timely processing of donations in the donor database, including oversight of manual data entry and quality control of automated records from the online giving platform.



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- Maintain and enhance the donor database, ensuring the integrity of data and the efficiency of donor communication systems.
- Analyze donor data to produce reports and insights that guide fundraising strategies in coordination with the Director of Donor Advising.
- Work with the accounting department to ensure proper documentation, compliance, and donor intent tracking.

#### *Communication and Volunteer Engagement*

- Partner with the Director of Communications to create donor outreach and marketing materials.
- Serve as staff liaison with the Friends of the Lancaster Public Library, Friends of the Mountville Branch Library, and other fundraising volunteers.

#### *Administration*

- Assist with budgeting, reporting, and committee meeting preparation.
- Attend committee meetings and deliver presentations, as needed.
- Complete other administrative and job duties as assigned.

In addition to the functions listed above, the employee is expected to act in accordance with the Lancaster Public Library's vision, mission, and core values. They are also expected to demonstrate leadership, exercise honesty, integrity, and respect all clients and coworkers. They will maintain a professional appearance and demeanor, demonstrate a positive attitude, communicate effectively with clients, volunteers, and coworkers. The employee will work with accuracy, efficiency, and attention to detail.

### **DESIRED COMPETENCIES**

Authentic | Mission-focused | Strategic Thinker | Problem Solver | Adaptable | Connector | Organized | Relationship Builder | Detail-oriented | Goal-oriented | Strong Communicator

### **PHYSICAL DEMANDS**

- The ability to sit or stand between 4 and 8 hours.
- The ability to move about, talk, climb stairs, hear, and have both close and distance vision.
- The ability to operate doors, computer equipment, and other equipment generally found in an office setting.
- The ability to lift and/or move equipment or materials weighing up to 50 pounds and to push/pull wheeled book carts weighing 150 pounds.



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- The ability to sit, stoop, kneel, reach, crouch and climb up to 5 feet.
- May be exposed to outdoor weather conditions.

## **EDUCATION AND OTHER REQUIREMENTS**

- Essential
  - Bachelor's Degree or related training, education, and / or experience.
  - Minimum three (3) years of relevant work experience in fundraising/marketing/sales.
  - Proficient in Excel.
  - Must have reliable transportation to travel to work and to assignments outside of primary location.
  - Flexible work schedule with occasional evening or weekend hours.
  - Must complete and regularly update Pennsylvania State Police Criminal Record Check, Pennsylvania Child Abuse Clearance, FBI Criminal Background Check as well as completion of Mandatory Child Abuse Reporter training.
- Desirable:
  - Experience with donor or sales database management. Bloomerang experience a plus.
  - Grant writing experience is a plus.
  - As an equitable resource for every person in the community, Lancaster Public Library strongly encourages individuals from underrepresented groups to apply for this position.

**Lancaster Public Library is an at-will employer and an Equal Employment Opportunity Commission (EEOC) and Americans with Disabilities Act (ADA) compliant organization. As such, Lancaster Public Library is committed to providing access, equal opportunity, and reasonable accommodations for qualified individuals with disabilities.**