

## Capital Campaign Coordinator

The Capital Campaign Coordinator works in partnership with the Library Foundation and its capital campaign committees. The coordinator will perform leadership, administrative, and fundraising duties: writing grant proposals and reports, overseeing special events to cultivate donors, and managing the donor database. The candidate will demonstrate exceptional communication and interpersonal skills as well as a strong skill set for grant and event management, and Quick Books.

This is a part time position with an 18-month contract.

The hourly rate will begin at \$18.50 per hour depending on experience.

The position is available immediately. All applications require a cover letter, resume, and two references.

Application must be submitted to Dana Christiansen, Summit County Library Foundation Chair at [danachrislaw@gmail.com](mailto:danachrislaw@gmail.com)