

# THE SHERMAN LIBRARY

## Job Description – Assistant to the Executive Director

Job Title: Assistant to the Executive Director

Reports to: Library Executive Director

Hours/week: 24 hours

**Job Summary:** This position supports the Library's efforts in areas of fundraising, membership, and donation management, adult programming, promotions, communication, and patron relations. The primary responsibilities are assisting the Executive Director with membership and donation management, report generation, fundraising and event coordination, and the planning, introduction and implementation of adult programming. Other responsibilities include assisting with advertising, social media and patron relations.

### Job Responsibilities:

#### DIRECTOR SUPPORT

- Supports membership and donation management including appeals, meetings, and relationships, generating communications, tracking and recording activity in Neon and Quickbooks, and reporting.
- Supports fundraising events including tracking sales, coordinating contractors, recording in Neon (donor management system) and other tasks related to fundraising
- Attends fundraising and programming committee meetings as needed
- Collects statistics and drafts monthly and annual reports
- Support the Donation Management system, keeping data complete and correct, staying current with system capabilities, and recommending improvements.
- Performs special duties as assigned

#### COMMUNICATIONS/SOCIAL MEDIA

- Assists with creating content for and coordinating communications and social media including Facebook & Instagram posts, weekly e-newsletters, press releases, and advertising
- Supports the Library website, keeping the calendar, documents, and images current, and enhances functionality as required
- Develops and maintains patron and donor relationships

#### ADULT PROGRAMMING EDUCATION

- Participates in setting and executes the adult programming strategy, corresponds with potential presenters, patrons, and the art show curator
- Creates Zoom meetings or prepares physical space for in-person adult programs, manages registration, and runs and/or is present at Library programs

#### ADDITIONAL DUTIES

- Documents internal operating procedures
- Assists patrons in use of Library resources
- Stays current with latest digital technology and trends in social media, design, tools and applications
- Keeps abreast of upcoming Library events and participates in essential fundraisers
- Attends workshops and webinars
- Other duties as assigned

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### Knowledge, Skills and Abilities:

- Organized and able to manage simultaneous projects and take initiative
- Effective in oral and written communications, adjusted for various audiences
- Experience in delivering and managing content on multiple platforms both oral and digital, with content management, Microsoft Office Suite and creative software
- Works in a pleasant and effective manner with patrons, co-workers, and volunteers
- Proficient in Excel, Google Workspace, Canva, Microsoft Office Suite and social media platforms
- Available for evening and weekend Library programs as required
- Duties may also include setting up for programs: moving chairs and tables, as well as operating media equipment
- Experience working with volunteers

### Supervision:

- This position reports directly to the Library Executive Director
- This position does not supervise other staff members

Required Qualifications: Associate's degree or equivalent. At least one year of demonstrated experience planning and presenting public activities and events.

Preferred Qualifications: Bachelor degree in Marketing, Communications, Public Relations or related field. At least one year programming and/or marketing experience in library, educational, or non-profit setting. Donor management system experience a plus.

Compensation: Commensurate with experience.