Title: Development Coordinator (Grants & Fundraising)   **Department: Reading Public Library**

Reports To: Director of Development   **Revision Date: Jan 2026**

Schedule: 37.5 hours per week, including evenings/weekends   **Salary: Level 3**

POSITION BACKGROUND

The Development Coordinator reports to the Director of Development and supports the efforts of the Development Committee related to grant development, fundraising, and communications. In addition, the position will participate as an active member of a team of professional employees dedicated to implementing the long-range strategies of Reading Public Library (RPL).

The Development Coordinator will research, develop, and manage grant proposals and awards; support donor relations and stewardship activities; and assist with the coordination of fundraising events and communications.

The Development Coordinator plays an integral role in securing external funding and strengthening community engagement to sustain and expand the Library's programs, services, and capital initiatives.

JOB SUMMARY

Grant Development
- Research and identify grant opportunities from government agencies, foundations, and corporations aligned with the Library's mission and strategic goals
- Prepare, write, and submit grant proposals, applications, and supporting documentation
- Collaborate with Library staff to collect data, narratives, and program information required for proposals and reports
- Maintain an active calendar of grant submissions, reporting deadlines, and compliance requirements
- Monitor and report on grant performance and ensure timely submission of progress and final reports
- Track all grant activity, maintaining organized records and documentation for audit and compliance purposes

Advancement and Fundraising Support
- Support donor relations, stewardship, and fundraising activities under the direction of the Director of Development
- Manage the acknowledgment process for all donations, ensuring accuracy and timeliness
- Update and maintain donor management databases; generate constituent reports and donor lists as needed
- Assist with the preparation and distribution of fundraising appeals, event collateral, and other advancement materials
- Coordinate event logistics, including registration, tracking, auction management, and on-site implementation
- Manage mailing lists and coordinate physical and electronic communication campaigns
- Assist in the development of peer-to-peer fundraising campaigns and other digital fundraising initiatives
- Provide administrative support for advancement communications and special projects as assigned
- Assist Director of Development as needed with all major fundraising and cultivation events

- Attend all major fundraising and cultivation events
- Other duties as assigned

MINIMUM QUALIFICATIONS

Educational Requirements
- A High school diploma or GED equivalent required.
- Bachelor's Degree preferred (with a focus in English, Communications, Nonprofit Management, Public Administration, or related field)

Experience
- 2 years of professional experience in grant writing, fundraising, development, or a related field (preferably in a nonprofit, educational, or governmental environment)

Clearances
- PA Child Abuse Clearance
- Mandated Reporting Training for Child Abuse
- PA Criminal Record Check
- FBI Criminal Background Check

KNOWLEDGE, SKILLS & ABILITIES
- Self-starter with high level of initiative and ability to work independently
- Demonstrated ability to write clearly, innovatively, and persuasively for varied audiences
- Excellent organizational, analytical, and time management skills
- Strong attention to detail with the ability to manage multiple priorities and meet deadlines
- Strong interpersonal and communications skills
- High level of computer proficiency including Outlook, Microsoft Office Suite, Google Workspace, and donor management or CRM databases
- Able to work collaboratively and effectively with a variety of stakeholders

WORK SCHEDULE
- Full-time 37.5 hrs./week
- Base schedule to correlate with library operating hours
  - Monday – Friday 8:00 – 4:30 or 8:30 – 5:00, with 1 hour lunch break
- Position requires evenings and weekend shifts to accommodate off site events, after hours events, and special projects. Base schedule will be adjusted as necessary to accommodate schedule changes and maintain an average of 37.5 hours per week. Overtime work is not authorized.
- Work location: When not directly working off site or after hours, position reports to Reading Public Library Foundation building as scheduled.

WORKING CONDITIONS

Scheduling flexibility required as work schedule may vary based on the needs of the library. Evening and weekend hours required. Must have own transportation.

Frequent standing, sitting, bending, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and to be understood clearly. Must be able to lift a minimum of 30 pounds and handle the physical demands of the job. This is a physically active position. *(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

Disclaimer

Management reserves the right to add, modify, change or rescind work assignments as needed. The essential functions or duties listed above are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

<u>Employee</u>

Print: _____

Sign: _____

Date: _____

<u>Supervisor</u>

Print: _____

Sign: _____

Date: _____