



Edith B. Ford Memorial Library
Job Description

POSITION TITLE: Development & Marketing Associate
REPORTS TO: Library Director
FLSA STATUS: Full-time, non-exempt (35 hours/week)
Date: September 2025
RATE OF PAY: \$22.00 - \$26.00 per hour
APPLICATION: Send cover letter and resume to director@ovidlibrary.org by October 3, 2025

POSITION SUMMARY:

- The Development & Marketing Associate works closely with all areas of fundraising and public relations to support the Library Director and the Programming Specialist.
- Responsible for office support, provide marketing & public relations support to meet the needs of the library patrons.
- Responsible for coordinating key projects related to the donor development, communications and fundraising efforts of the library.

Distinguishing Features:

- Executes project management duties and support to the marketing and communications activities.
- Provides quality customer assistance to donors in person, by phone and by correspondence.
- The role manages special projects as assigned as well as provides administrative support.

JOB REQUIREMENTS:

PHYSICAL REQUIREMENTS:

Prolonged periods of sitting at a desk and working on a computer. Sitting – 50%

Ability to lift 50 lbs.

Periods of standing to lead groups, present information and give reports. Standing – 20%

Ability to reach, squat and climb – 20%

Walking – 10%

Valid Driver's License

Education and Experience:

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Standard qualifications include:

Education	Bachelor's Degree in English, Public Relations, Business, Social Work or a related field OR equivalent experience
Experience	Proficiency with Databases Microsoft Office Suite or equivalent Proficiency with various social media platforms & WordPress Demonstrates proficiency with either Adobe Spark or Canva Knowledge of professional and ethical standards for fundraising. Demonstrated track record of successful project management.

	Minimum two years related work experience.
Skills	<p>Ability to maintain confidentiality of fiscal and other sensitive information and records.</p> <p>Ability to work effectively and collaboratively as part of a small team.</p> <p>Friendly, courteous personality.</p> <p>Willingness to engage patrons of all ages and backgrounds.</p> <p>Skilled in written and oral communication forms.</p>
Physical Activity	Occasional lifting boxes of books, storage materials.

DUTIES AND RESPONSIBILITIES	% of Role
<p>Development Support:</p> <ul style="list-style-type: none"> • Supports key volunteers working on development campaigns • Manages the administrative functions of the development program as well as assists in donor stewardship and cultivation process, activities and communications related to volunteer committees, as well as patron services and customer services as they relate to fundraising. • Assists in the preparation of funding proposals; solicitor reports; gift tables; and aids support successful fundraising efforts, specifically in Capital Campaign and Annual Fund. • Assists in the management of Capital and Annual giving stewardship projects, including mailings/emails of current press releases, articles, and agency reports to current donors and prospects; creating invitation lists and follow-up on event invitations; recognition gifts; individually designed sponsor gifts and recognition pieces; etc. • Drafts written materials such as correspondence, fundraising appeals, newsletters articles, etc. • Helps identify and cultivate new prospects in Corporate and Annual Giving areas. • Manages the proofing, distribution, and deadlines for donor listings in a timely, proactive and accurate manner. • Assists with select events, including creating and maintaining invitation lists; invitation design and production; follow-up with event attendees. Will work with high-powered, actively involved volunteer committees, other department and agency staff as appropriate. • Ensures donor-centric focus in all donor communications, and manages cross departmental communications. 	45%
<p>Marketing & Public Relations:</p> <ul style="list-style-type: none"> • Meet bi-weekly with Programming Specialist for list of upcoming programs and events. • Prepare flyers for each event. Post flyers on social media and email to schools, community organizations, elected officials, etc. • Create a weekly ad for the local newspaper. • Push program and event information via social media and email to schools, community organizations, elected officials. • Design and publish a bi-weekly e-newsletter with content input from staff members. • Update and revise website. • Update website content on a continual basis to highlight services, programming, and community information. • Prepare weekly mass email to highlight programs and collection purchases. • Maintain and organize the library's collection of digital photos. • Communicate with program participants regarding class registration, including class materials or class cancellation. • Provide feedback and suggestions to Programming Specialist regarding programs of interest 	55%

for the community.	
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