



Position Title: Part-Time Administrative Assistant

Organization: Duluth Library Foundation

Location: Hybrid - Duluth, MN

About the Duluth Library Foundation: The Duluth Library Foundation is a nonprofit organization dedicated to supporting and advocating for the Duluth Public Library. Our mission is to champion the library and work to increase its capacity to serve the region through fundraising, community outreach, advocacy, and events.

Position Summary: The Duluth Library Foundation seeks a dedicated and detail-oriented Part-Time Administrative Assistant. This role is vital in ensuring the smooth operation of the Foundation by processing donations, maintaining an accurate database, assisting with donor communications, supporting board and committee meeting preparations, managing relationships with vendors, and supporting marketing and event planning projects. The ideal candidate will be passionate about our mission and possess excellent organizational and communication skills.

Key Responsibilities:

1. **Donation Processing:**
 - Receive and process donations promptly and accurately.
 - Generate and send acknowledgment letters and receipts to donors.
2. **Database Management:**
 - Maintain and update donor database with accurate and current information.
 - Ensure the integrity and confidentiality of donor data.
 - Pull donor lists and reports to assist with direct mail efforts, event invitations, and donor management.
 - Stay up to date on database functionality and integration with other systems, including accounting software, gift processing, and more.
3. **Donor Communications:**
 - Assist in drafting and sending donor communications, including newsletters, thank you letters, and event invitations.
 - Respond to donor inquiries and provide excellent customer service.
4. **Board Meeting Support:**
 - Assist in preparing materials for board meetings, including agendas, reports, and minutes.
 - Coordinate meeting logistics and ensure timely communication with board members.
5. **Vendor Management:**
 - Manage relationships with vendors for smooth administrative operations and work with the Executive Director to ensure timely payment of vendor invoices.
 - Manage office supplies and marketing collateral.

6. Marketing Support:

- Assist with marketing projects, including social media, website updates, and promotional materials.
- Coordinate with the team to ensure consistent and effective messaging.

7. Event Planning and Management:

- Support the planning and execution of fundraising events and community programs.
- Assist with event logistics, including venue coordination, invitations, and volunteer management.

8. General Administrative Support:

- Provide general administrative support to the Foundation's team as needed.
- Assist with special projects and tasks that align with the Foundation's mission and vision.

Qualifications:

- High school diploma or equivalent; associate's or bachelor's degree preferred.
- Previous experience in an administrative role, preferably within a nonprofit organization.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with donor databases or CRM systems is highly desirable.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Passion for the mission of the Duluth Library Foundation.

Hours and Compensation:

- This is a part-time position requiring 15 - 20 hours per week.
- Compensation: \$19-\$24 per hour

How to Apply: Interested candidates should submit a resume and cover letter to erin@duluthlibraryfoundation.org. The Foundation will begin reviewing applications on November 4, 2024.

Equal Opportunity Employer: The Duluth Library Foundation is an equal opportunity employer and values diversity in its workforce.