Applications accepted on a continuous basis until filled.

POSITION DESCRIPTION:

The part-time seasonal Administrative Assistant I position in the Library Administration Office is currently funded for up to 24 hours per week. Under general direction of the Fund Development Officer, performs professional and technical work of considerable detail. Essential functions include (1) managing the fundraising database, (2) supporting all activities of fund development including handling all gift acknowledgments and project/campaign mailings, and (3) assisting in all fundraising events and donor stewardship.

EXAMPLES OF DUTIES: Duties may include, but are not limited to:

I. Database management: • Manages database to support high quality relationship, funding management, and knowledge sharing • Daily maintenance of database, including gift processing, contact management, troubleshooting errors • Prepares reports on annual fund progress, special appeals, • Prepares donor lists for all reporting, donor wall updates, annual reports

II. Fundraising Campaigns: • Prepares mailing lists and email lists for fundraising campaigns • Oversees the production of the campaign mailing • Liaisons with printer and mailing house to assure timely delivery • Enters gifts into database • Maintain acknowledgment of gifts • Creates regular comparative reports on progress towards goals • social media and promotional duties

III. Fundraising events and donor stewardship: • Assists in all aspects of fundraising events • Assists with all donor stewardship events • Assists with other events related to donors and Board of Directors and assigned duties

WORKING CONDITIONS:

Part-time position with variable hours, including day, evening and weekend shifts for special events. Weekly schedule may vary; up to 24 hours per week.

COMPENSATION: Step 1: $20.03 – Step 5: $24.35 hourly

KNOWLEDGE AND ABILITIES:

• 1-2 years experience working with fundraising software such as Raiser’s Edge, DonorPerfect
• Proficient with data entry, data report writing, queries, and exports
• Proficient in MS Word, Excel, Google Suite
• Demonstrated ability to manage and complete multiple tasks in a busy environment
• Ability to work with minimal supervision; independently motivated
• Attention to detail and ability to organize data, schedules, tasks and projects
• Ability to meet, communicate, and work effectively with donors and the public
• Excellent communication and writing skills
• Ability to follow detailed instructions
• Ability to operate computer point-of-sale system and handle payment transactions
• Ability to work with speed and accuracy
• Ability to handle materials, boxes, and equipment; lift up to 25 lbs
• Ability to understand and apply Library and City of Monterey policies and procedures

EDUCATION:
Any combination equivalent to graduation from high school. Graduation from college with a degree in communication, marketing, public relations, public administration, business, or a related field is desired; demonstrated experience in public or non-profit fund development and major donor campaign experience preferred.

PART-TIME EMPLOYEE STATUS:
Part-time temporary seasonal positions cannot exceed 1000 hours per fiscal year. These positions receive all the benefits mandated by law, which include:

Sick Leave: After 90 days from an employee’s hire date, and once an employee has worked a total of 30 days, the employee is entitled to 3 days (24 hours) sick leave per fiscal year. Sick hours do not roll over to the next year and therefore must be utilized or forfeited annually.

Retirement: ICMA Retirement Corporation 457 Plan. City pays 3.75% and employee pays 3.75% contribution. The City does not participate in Social Security except for the required Medicare portion, which equals a 1.45% employee contribution and a matching contribution by the City.

APPLICATION PROCESS:
Application forms are available at the Monterey Public Library or online at http://monterey.org/library/About-Us/Job-Openings. Your application must be complete to be considered; resumes are not a substitute for the application. Materials submitted with the application will not be returned to applicants. Complete application materials may be mailed, dropped off, or emailed to:

Monterey Public Library
Francesca Garibaldi
625 Pacific Street, Monterey, CA 93940
garibaldi@monterey.org | (831) 646-5603

SELECTION PROCEDURE:
Applicants who most closely meet the qualifications for this position based on experience, education, schedule compatibility, and other job-related characteristics will be invited to participate in the next stage of the selection process.

EMPLOYMENT ELIGIBILITY:
• This bulletin is for informational purposes only and does not supersede rules regulations, ordinances and resolutions currently in effect.
• Pursuant to the Immigration Reform Act of 1986, employees must show proof of identity and eligibility to work in the United States.
• The City of Monterey is an Equal Opportunity Employer.

07/26/19