



## **FYPL Associate Director**

The Foundation for the Yonkers Public Library (FYPL) is a not-for-profit organization, created to enhance the impact of the Yonkers Public Library through fundraising and advocacy. The work of FYPL provides needed funds to enhance YPL programming and encourage wider community engagement in cultural life in Yonkers. Since its founding, the FYPL has supported major city-wide programs including 1000 Books Before Kindergarten, space enhancements including the new children's space the COVE, afterschool homework help, Make Music Yonkers, and more. <https://www.foundationforypl.org>

The organization is embarking on a new phase in its own development and is looking for a key member of its team to help us grow. The Associate Director will work closely with the FYPL Board to review and maintain current systems and processes, to continue to build our base of supporters and ensure efficient operations and advance the fundraising goals of the organization.

### **Responsibilities include:**

#### Fundraising Strategy and Systems Maintenance (40%)

- Identify and pursue potential funding sources and opportunities.
- Provide recommendations to enhance the effectiveness of current initiatives.
- Develop compelling case statements, proposals, and solicitation materials.
- Measure effectiveness of campaigns and recommend new tactics.

#### Donor Cultivation and Stewardship (40%)

- Work with board to identify and contact prospective donors.
- Follow up with donors to enhance donor satisfaction and retention.
- Maintain and manage donor database (DonorPerfect).

#### Communications (20%)

- Manage mailing lists.

- Develop and implement social media strategy for major events and throughout the year.

The ideal candidate brings experience, energy, and an entrepreneurial sensibility to this position, but is not afraid to dig in at any level of detail needed to help us develop and maintain the systems we need as an organization. This position has the potential to grow as the organization continues to develop.

### **Compensation:**

This is a part-time position, intended to run through June 30, 2024 with the opportunity for renewal. Salary range is \$35-\$45 per hour, commensurate with experience. The number of hours per week will vary, but we are estimating approximately 10 hours per week and more when preparing for major campaigns and events. The organization is located in Yonkers, NY; the position can be remote or hybrid. Occasional in-person attendance at meetings may be required including attending FYPL events in Yonkers.

### **Qualifications:**

- Demonstrated experience in fundraising, preferably in the nonprofit sector or with library-related organizations.
- Strong knowledge of fundraising principles, techniques, and best practices
- Excellent communication and writing skills, including grant writing and proposal development.
- Proficiency in using fundraising software and databases for donor management.
- Ability to work independently and collaboratively, managing multiple projects and deadlines.
- Strong organizational and analytical skills with attention to detail.
- Familiarity with libraries and a commitment to promoting literacy, education, and community engagement.
- Experience and comfort with event planning and management.
- Ability to participate in board meetings and occasional evening events.

### **To Apply:**

Applicants should send a cover letter, resume, and references to Nancy Maron, Board President, at [nancy@foundationforypl.org](mailto:nancy@foundationforypl.org). Candidates selected for interviews will be notified.