

Capital Campaign Independent Contractor

About Adams County Library System

The Adams County Library System provides library services and resources to the more than 100,000 residents who live and work in Adams County as well as the thousands of visitors who come to the area each year. With six locations around the county, ACLS has provided library services for nearly eighty years in a growing and diversifying field.

Position Summary

We are looking for a highly motivated Capital Campaign Contractor who will work with us to drive our building project forward and pursue funding opportunities to support the construction and maintenance of a new lead library and centralized service center in Gettysburg. Candidate will serve as a data engineer without direct contact to donors or prospective donors. Workload is expected to support approximately 20 hours per week for the duration of the campaign and will include researching prospective donors, tracking campaign commitments, and coordinating appropriate acknowledgements. We anticipate that the position will require a mixture of remote and in-person work. A windows operating PC will be provided.

Initial contract will be for 9 months; extendable up to five years.

Qualifications

- Must possess exemplary attention to detail
- Must have experience with donor tracking systems such as Donor Perfect, Donor Search, or experience with conducting detailed research
- Ability to work autonomously and take ownership of their role
- Good communication skills (verbal and written) and documentation skills
- Should be experienced using Word and Excel and similar software
- Strong analytical skill.
- Must be self-motivated, self-learner, responsible professional and dedicated to customer success

Responsibilities

- Creation of communication templates (Email/print, etc)
- Sending Proofs, developing Seed Lists, profile reports, etc
- Partner with campaign and library staff to gather data, business and technical data
- Ability to design, diagnose and solve technical issues in workflows
- Strong computer skills and a desire to learn