

## Engagement and Development Coordinator

### Dripping Springs Community Library

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#### Position Summary

The Engagement and Development Coordinator supports the Dripping Springs Community Library's advancement efforts by providing essential project management, data management, and logistical support for both the annual fundraising program and the Books & Beyond Capital Campaign. This position ensures consistent internal and external communication, maintains high-quality donor and campaign records, coordinates volunteer engagement, and strengthens the overall infrastructure needed to execute a multi-year fundraising initiative. They build partnerships with schools, nonprofits, businesses, and civic groups, and represent the library at community events. The Development Coordinator enables the Executive Director to focus on strategic leadership, centralized stakeholder communication, and major donor relationships and supports staff by coordinating outreach initiatives.

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#### Key Responsibilities

- Manage timelines, deliverables, and workflows for the capital campaign and annual advancement efforts.
- Coordinate monthly Campaign Tactical Team meetings, including agendas, materials, and follow-up.
- Support execution of the annual advancement plan.
- Assist in developing engagement strategies for donors and prospects.
- Track progress toward campaign milestones and prepare internal status reports.
- Maintain accurate and up-to-date donor and campaign data within the Library's CRM system.
- Process and track all pledges, payments, and documentation to ensure timely and accurate follow-up.
- Generate reports on donor activity, campaign progress, and fundraising benchmarks.
- Ensure ongoing data integrity.
- Implement best practices for donor stewardship records, campaign coding, and reporting.
- Support the activation and delegation of volunteers for meaningful engagement.
- Manage fundraising volunteers.
- Assist in planning and executing campaign-related events, including small group gatherings and cultivation activities.
- Coordinate logistics such as invitations, tracking attendance, preparing materials, and follow-up communications.
- Ensure events align with campaign strategy, donor engagement goals, and messaging consistency.
- Support centralized communication by preparing draft correspondence, donor updates, campaign materials, and internal briefings.

- Maintain alignment of campaign messaging across staff, board, and volunteers.
  - Work closely with the Executive Director to ensure information related to financing, construction, and campaign sequencing is clearly communicated.
  - Provide administrative support related to fundraising, scheduling, meeting preparation, and file management.
  - Support the promotion of library services, programs, and events.
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### **Qualifications**

Bachelor's degree or equivalent experience in nonprofit fundraising, communications, education, business management, or a related field.

1–3 years of experience in community engagement, outreach, program coordination, or fundraising.

Strong organizational skills with the ability to manage multiple projects and deadlines.

Excellent written and verbal communication skills.

High attention to detail and commitment to data accuracy.

Experience with CRM or donor database systems preferred.

Ability to maintain confidentiality and interact professionally with donors, volunteers, board members, and staff.

Social media and digital engagement skills for promoting programs and events

Experience in a library, nonprofit, educational, or public service environment is a plus.

Passion for community service, literacy, and libraries.