



## WAUKESHA PUBLIC LIBRARY

321 WISCONSIN AVENUE  
WAUKESHA, WISCONSIN 53186-4713  
TELEPHONE 262/524-3680 FAX 262/524-3677

Bruce Gay, Library Director  
bgay@waukesha-wi.gov

### EMPLOYMENT OPPORTUNITY

#### **Capital Campaign Coordinator**

**Hourly contracted position - no benefits**

**Position is hired for the duration of the Library's Capital Campaign  
Approximately 1 year, up to 20 hours per week**

Waukesha Public Library is seeking a Capital Campaign Coordinator.

The Library offers an inclusive work environment and a competitive salary. The salary is \$25.00 per hour. Schedule may include evening and weekend hours.

**THE POSITION:** The Library seeks a self-motivated, public-service oriented and supportive employee to work as part of the Library's Capital Campaign team who will:

- Schedule and organize meetings of, take minutes of, and communicate regularly with the Capital Campaign Steering Committee.
- Assist the Steering Committee by making appointments, writing correspondence and other activities as requested.
- Assist with grant proposals or other solicitations related to the Capital Campaign as needed.
- Help plan strategy for the Campaign, including the transition from quiet phase to public phase.
- Assist with the development of newsletters and communications, as well as other printed materials for the campaign.
- Follow through with thank you responses and gift recognition activities throughout the campaign.
- Maintain updated information in databases and other print forms of contributions received. Develop reports as requested.
- Other duties as assigned by the Library Director.
- Handle all the arrangements for donor cultivation meetings and small campaign events

**JOB REQUIREMENTS:** Bachelor's degree preferred. Minimum of 3 years of similar work. Strong computer skills in Microsoft Office, prior experience with library capital campaigns desirable. Demonstrated communication skills both written and oral. Strong planning and organizational skills. Prior experience with social media and the ability to maintain and update website content.



**COMPETENCIES:**

- Capable of maintaining confidentiality, professionalism, and work with tact and diplomacy
- Able to perform multiple responsibilities simultaneously, detail oriented, with strong, creative problem-solving skills
- Able to succeed in a fast-paced work environment
- Able to contribute to the team as well as work independently
- Demonstrated ability to follow through on responsibilities
- Exhibits knowledge of organizational policies, and state and federal laws and regulations consistent with duties and responsibilities.

**Please submit a cover letter and résumé addressed to Bruce Gay, Library Director  
Waukesha Public Library, Waukesha, WI 53186**

**Deadline to apply: 4:30 p.m. Friday, July 31, 2021**

