

**LARAMIE COUNTY LIBRARY FOUNDATION  
JOB DESCRIPTION**

<b>Job Title</b>	<b>FLSA Status</b>
FOUNDATION ASSISTANT	NON-EXEMPT
<b>Division</b>	<b>Pay Grade</b>
FOUNDATION	21

**JOB SUMMARY**

The person in this position assists the Laramie County Library Foundation (LCLF) in the operations of the LCLF office by providing support to the Foundation Director and the LCLF Board of Directors conducting routine clerical, secretarial and administrative needs of LCLF. The Foundation Assistant works collaboratively with the Director, Board, community partners and Laramie County Library System (LCLS) employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. As a contact with board members, donors, vendors and members of the public, presents a professional and friendly demeanor to represent LCLF in a positive manner.
3. Recognizes and maintains integrity so as to hold the trust and confidence which the LCLF Director places in the individual in this position.
4. Manages clerical aspects of the Foundation office including email, incoming calls as well as scheduling of appointments and meetings for the Director. Works cooperatively with the Director, the Board, donors and LCLS employees.
5. Manages the clerical aspects of the LCLF Board including agendas, minutes, listings, meeting schedules and related activities.
6. Works collaboratively with Director to create thank you letters, sponsorship requests, marketing materials and donation solicitations, and coordinating major mailings.
7. Provides donor research services and develops donor profiles for the Director.
8. Becomes proficient in the Foundation's customer relationship management database. Manages donor information in the donor database, including updating information, removing information, conducting searches, creating specialized reports, exporting information and overall development of the database as a tool. Keeps up with updates to the software and new functionality.
9. Organizes and maintains electronic and paper files insuring that information is readily accessible.
10. In collaboration with the director, coordinates projects, events and fund raising activities including the planning, promotion and execution of such. Works extensively with Events Committee, Event Consultants, and guests. Occasionally interacts with vendors and media to order supplies and place advertisements.
11. In collaboration with the Director, addresses questions which arise from LCLF Board members, donors, community partners and the public and LCLS staff.
12. Coordinates LCLF volunteers.
13. Performs other related and necessary duties as assigned.

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**MINIMUM REQUIREMENTS**

- Associates degree from an accredited college or university
- 2 years of relevant experience or
- The equivalent combination of education and experience

**REQUIRED CERTIFICATIONS, SKILLS AND ABILITIES**

- Proficiency in the use of spreadsheets, customer relationship management databases and word processing programs
- Detail oriented with high level of accuracy
- Must have a current driver's license valid in the State of Wyoming or the ability to obtain one within six months of date of hire
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks
- Ability to speak, read, comprehend and write the English language
- Excellent written and oral communication skills
- Experience using social media

**REPORTING RELATIONSHIPS**

Reports to: Foundation Director  
Supervises: Volunteers

**PHYSICAL EFFORT AND WORKING ENVIRONMENT**

The essential duties and responsibilities of this job require the employee to function in a normal work environment with occasional stooping, bending or lifting.

**DATE UPDATED 2/2021**