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Job Posting for Foundation Assistant

April 2021

Laramie County Library System is an award-winning organization that sets the bar for service regionally and nationally. The library was named the Library of the Year by Gale/Library Journal in 2008. The Laramie County Library Foundation is a successful fundraising entity that ensures exceptional library service is sustainable. Come join us!

JOB SUMMARY

Summary

Serves as assistant to the Foundation Director. Primarily consists of clerical tasks such as generation of thank you notes, maintenance of database to keep it accurate and updated in a timely manner, assistance with preparation for major fundraising events or annual fundraising activities, and providing exceptional service to donors, board members and library employees.

Job Title: Foundation Assistant

Reports To: Foundation Director

Location: Laramie County Library (2200 Pioneer Avenue, Cheyenne, WY 82001)

Pay Grade: 21 (\$12.86 to \$19.29 an hour) starting salary based on experience

Benefits: This position is eligible for part-time benefits (see below for details)

Hours: Part-time, 20-hours per week

General Information

The Laramie County Library System works towards a vision of a community of life-long learners who see the Library as a place to discover new things, connect with each other, and take action to improve their lives. The Laramie County Library Foundation serves a critical role for the Library to achieve this vision. We inspire people from around the County to get involved in supporting the Library. We provide an opportunity for donors at every level to invest in the Library and we provide donors with a way to get a tax deduction for their gift.

A successful candidate for the Foundation Assistant position will embrace this vision. The Foundation staff consists of only the Foundation Director and the Assistant. Support for Foundation operations are provided by the library through providing office space, IT support, HR and accounting services. The Laramie County Library Foundation Board of Directors is a group of philanthropic volunteers from the community who have a passion for libraries. A successful assistant will be able to build relationships with the library staff as well as the Foundation Board and library supporters. They will have an appreciation for fundraising as demonstrated by previous participation in community events. Much of the work of the Foundation is centered on major fundraising events or projects. The big annual fundraiser is the Booklover's Bash that generally occurs in the fall. The planning and implementation for this event starts the previous year and the Foundation board works diligently to get silent and live auction items. The Foundation Assistant, under the guidance of the Foundation Director, works with the online vendor in setting up the event. Other projects may include coordinating volunteers for major mailings, setting up social media for the Wyoming Day of Giving, or managing spreadsheets to assist the Foundation Director and board to identify possible donors for specific projects.

The Foundation has a new customer relationship management database; therefore, a successful candidate will have experience with related databases. They will be able to shift gears between routine and creative tasks as well as manage their time and efforts based on guidance from the director. A successful assistant will have an eye for detail and an ability to prioritize tasks and assignments. The current Foundation Director is a creative and visionary leader who may think out loud, easily change course when new information or data reveals itself, and after years of experience in fundraising often intuitively sees a nuance that those new to fundraising may not. The successful candidate will appreciate working with someone with these skills and assist the Director in making plans concrete and detailed. A person with high personal standards who is flexible and adaptable will find this position interesting and challenging.

Minimum Requirements

Associates degree from an accredited college or university and two years of experience in office work

Selection Process

The application deadline is **Friday, April 16, 2021, at noon**. All applicants must submit an online application, cover letter and résumé at <https://goo.gl/pC5nXo>. The hiring committee will contact applicants who are selected for further testing or interviews. As a courtesy, we notify all applicants when a position is filled. Hiring is contingent on a post-offer criminal history background check.

Schedule

The normal schedule consists of weekday hours. When there are special events or tasks that require more work in planning and executions the hours will be longer and may include evenings or weekends. Schedule consists of day, weekend and evening hours. **Anyone who works for the library must be willing to work anytime the library is open.** *Laramie County Library* hours are Monday – Thursday 10:00 a.m. to 9:00 p.m.,

Friday and Saturday 10:00 a.m.to 6:00 p.m. and Sunday 1:00 p.m. to 5:00 p.m. All employees are scheduled to attend monthly staff meetings.

SAMPLE SCHEDULE

	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
Normal Week	10am-2pm	10am-2pm	10am-2pm	10am-2pm	10am-2pm	OFF	OFF
Week of major events or activities	9am-1pm; 2pm-5pm	9am-1pm; 2pm-5pm	9am-1pm; 2pm-5pm	9am-1pm; 2pm-5pm	9am-1pm; 2pm-5pm	Day of event 8am-8pm	OFF

Benefits

Employees pay into Social Security. This position carries holiday pay, vacation leave and sick leave. Vacation leave is accrued based on the number of hours worked, so is not a lump sum but is earned over time. Employees are eligible to use vacation leave after six months of employment (prior commitments negotiable). For the first two years, employees earn up to two weeks of vacation leave. The number of weeks of vacation leave increase with years of service.

Regular part-time employees who have their own medical insurance coverage may participate in dental insurance at their own expense. A deferred compensation plan is available at the employee’s option. A prepaid legal services agreement is also available at the employee’s expense. Employees may join the YMCA without an initiation fee. Employees may join the Cheyenne-Laramie County Employees Federal Credit Union.

LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides a drug-free workplace for its employees in accordance with the requirements of the US Drug-Free Workplace Act of 1988. Hiring is contingent on a post-offer background check.

Questions

For questions about this position, contact Kristi Wallin, Foundation Director, kwallin@lclsonline.org.