

**QUINCY PUBLIC LIBRARY
QUINCY, ILLINOIS 62301**

POSITION OPEN

CLASSIFICATION: Communications & Development Coordinator (union position)

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

The Communications & Development Coordinator will plan and initiate marketing and fundraising plans for Quincy Public Library.

Develops and implements a communication strategy to promote library materials, services, and events. Designs and produces publications including brochures, signage/posters, flyers, annual report, newsletters, program guides and e-newsletters. Coordinates all media publicity (TV, print, radio, website) for all library events; works closely with media and coordinates all advertising. Coordinates library social media. Composes, reviews, and/or distributes press releases and other public-facing communication. Assists with children's, adult, or teen programs, as needed. Oversees and organizes fundraising activities. Drafts and distributes materials to promote fundraising efforts. Writes, researches, and/or facilitates library grants. Ensures compliance with applicable laws, regulations, or guidelines related to fundraising.

QUALIFICATIONS:

Bachelors Degree in communications, marketing, or related fields preferred. Two years library and/or marketing experience preferred.

NECESSARY KNOWLEDGE AND SKILLS:

Extensive knowledge of public relations and fundraising principles and strategies. Excellent written and oral communication skills with a proven ability to write in a journalistic style that is customary for external publications. Excellent interpersonal and networking skills with the ability to build and maintain relationships with media contacts and outlets. Excellent organizational skills and attention to detail. Excellent time management skills with a proven ability to meet deadlines. Proficient with Microsoft Office Suite or related software. Proficient in Adobe Creative Cloud.

RATE OF PAY: \$19.45 per hour

HOURS: Full-time, 40 hours per week with a varying schedule, including days, evenings, and weekends.

The Library is an Affirmative Action / Equal Opportunity Employer
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