



Accepting applications for:

Library Coordinator

Development Office

Application deadline: Friday, July 29, 2022

Visit [***.icgov.org/jobs](http://www.icgov.org/jobs) to apply online

One permanent full-time position available
Full salary range: \$63,689.60 – \$95,264.00
Hours: Monday – Friday, 8:00am – 5:00pm
Includes occasional evening & weekend hours

Job summary:

Plans and directs the development program of the Iowa City Public Library Friends Foundation. Serves as staff support for the Board of Directors of the Friends Foundation. Direction is exercised over permanent and hourly staff assigned to various Development Office functions.

Minimum qualifications:

Bachelor's degree in philanthropy, marketing, public relations or a related field from an educational institution accredited by a DOE recognized accreditation body required. Three years of experience as a professional fund raiser required. Or equivalent combination of education and experience. Must pass criminal background check.

Preferred qualifications:

Experience with public libraries is desirable. Experience with donor software and QuickBooks preferred. Project management and supervisory experience preferred. Experience working with boards and parliamentary procedures preferred.

More information:

A full job description including a listing of essential duties and responsibilities and necessary knowledge, skills and abilities is available at [***.icgov.org/jobs](http://www.icgov.org/jobs) under Job Descriptions.

It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.

Date posted: July 1, 2022

