



## County of Brant Public Library Job Posting

**Position:** Capital Campaign Coordinator (Contract – up to 24 months)  
**Reports to:** Chief Executive Officer  
**Location:** Initial Placement: Paris Branch Library

### Overview:

The position will be responsible for coordinating the fundraising campaign for the construction of a new Main Branch Library. With an estimated construction cost of \$37.7M, the campaign goal is \$5M. The New Main Library provides a modern, accessible space for the Library to expand its services to the rapidly growing community. The project involves restoration of the National Historic Site known as the Bawcutt Centre, formerly known as the Paris Old Town Hall, a site of significant heritage and cultural significance to Brant County. The building will feature a double-height foyer that highlights heritage brick elements, a lively children's area, a light-filled adult, a teen area with soundproofed gaming gear, small quiet study and meeting rooms, and a multi-use programming room equipped with a teaching kitchen. The crowning jewel of the project is an historic opera hall, fully restored and equipped for public use with café and reading areas, and the potential for evening and after-hours event rentals.

### Minimum Qualifications:

- Post-secondary school education in Fundraising Management, Business Administration, Business Communications, Public Relations, Community Development or related field, or equivalent combination of education and experience
- Minimum 5 years related experience in non-profit sector capital campaign planning and execution
- Demonstrated ability to build and maintain strong and professional relationships with donors, Council, staff, and other stakeholders
- Demonstrated knowledge and application of emerging trends in nonprofit fundraising
- Proficiency with MS Office including Microsoft Office
- Exceptional customer service and time management skills with a high degree of initiative
- Demonstrated organizational and superior verbal and written communication skills, with strong facilitation and presentation skills
- Demonstrated ability to handle confidential matters with discretion
- Ability to work in a fast-paced team environment with a high degree of professionalism with minimal supervision
- Demonstrated safe work practices
- Ability to travel within and outside Brant County for frequent meetings with staff, stakeholders, and potential donors
- Satisfactory Police Records Check

**Assets:**

- Certified Fundraising Executive (CFRE) designation or advanced training in a recognized fundraising program

**Duties:**

- Develop and implement campaign strategy and planning, including campaign management, reporting, communications, cultivation, solicitation, and recognition of campaign donors
- Coordinate corporate and individual gifting agreements
- Establish campaign priorities and chart of giving standards
- Prepare campaign plan, including case for support, prospect identification, cultivation and solicitation activities
- Provide coaching and oversight to the Fundraising Committee, campaign leaders, and volunteers
- In collaboration with Library staff, assist with the creation of collateral material (print, web, etc.)
- Attend public forums, perform presentations, and participate in fundraising events
- Develop proposals and solicit potential donors while maintaining strong and professional relationships with Library staff, Library Board and maintain donor confidentiality as required
- In collaboration with Library staff. establish gift acceptance policies, gift agreements, and other associated materials (e.g. receipts, reminder notices, etc.)
- Achieve desired campaign goals as directed by the Library Board
- Provide regular campaign updates and reports to Library staff, Library Board, and County of Brant Council as required
- Plan and participate in donor recognition events, etc.
- Other duties as assigned

**Compensation:** \$43.23 - \$50.57 (Grade 7) - Up to 35 hours per week

**How to Apply:** Please submit resumes electronically to [libraryceo@brant.ca](mailto:libraryceo@brant.ca) by **11:59pm, Tuesday, May 14, 2024.**

We thank all applicants and advise that only candidates to be interviewed will be contacted. Personal information submitted is collected under the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of determining eligibility for this competition.

The County of Brant Public Library is committed to providing accommodations for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If contacted for an employment opportunity, please advise the Library if you require accommodation.