



Job Title: West Hartford Public Library Foundation - Administrator

Job Purpose: Support of the West Hartford Library Foundation board members

Hours: Approximately 15-25 hours/month

Compensation: \$25-\$30/hour

Duties and Responsibilities:

We are looking for an organized and enthusiastic person to help support the administrative needs of the West Hartford Library Foundation (the “Foundation”). The Foundation is a tax-exempt, not-for-profit corporation organized and operated for the benefit of the West Hartford Public Library system. The Foundation is governed by a board of directors made up of the five Town Council appointed members of the Library Board and four community members. All members serve in a volunteer capacity.

The administrator will have responsibility for administrative, financial, and public relations functions, including

- Preparing for monthly meetings, including drafting and circulating agendas and other board materials, tracking standing agenda items, managing meeting logistics (virtual or in-person), and taking minutes.
- Maintain files for current policies, procedures, agendas, and other items.
- Manage bookkeeping, including paying Foundation bills, management and monitoring of budget, and preparation of financial statements.
- Assists accountant with annual reporting and all necessary government filings.
- Process Foundation grants submitted by library staff.
- Manage donor acknowledgements and requests.
- Help contribute to visibility of the Foundation, including participating in promotional and PR tasks, support fundraising initiatives, and serve as initial point of contact with public for inquiries to the Foundation.
- Other related duties as assigned.

Required Qualifications:

- Proficiency in Microsoft Office, QuickBooks, and ability to acquire skills in other relevant software applications as needed.
- Proficiency with bookkeeping.
- Knowledge of basic office procedures including data entry, filing, scheduling, and record keeping.

- Ability to work independently and take initiative to successfully complete tasks.
- Ability to deal professionally and effectively in person and over the phone with potential donors and handle general public inquiries.
- Proficiency with Zoom, Teams, or other virtual meeting software.
- Ability to organizing meetings and prepare agendas and meeting materials.
- Excellent organizational, communication, and time management skills.

This position offers great flexibility in terms of location and hours. Attendance at 1 evening meeting per month is required. Meetings vary between in-person and virtual.

To apply: Email resume and cover letter to applyfoundation@westhartfordlibrary.org by Friday, January 10, 2025.