

## **Job Posting**

### **Campaign Assistant**

**Competition #: UB-2025-18**

**Position Type: Thirty-five (35) hours per week;**

**Temporary One (1) Year Contract**

**Salary: \$27.71/hr**

**Closing Date: Open Until Filled**

### ***Working with the Thunder Bay Public Library and the Community***

*TBPL is launching a bold capital campaign to reimagine our spaces and strengthen our impact—and we need a detail-loving, people-oriented self-starter to help make it happen. If you're a natural organizer, a strong communicator, and you get a buzz from behind-the-scenes work, this could be the role for you.*

*You'll help steward donor relationships, support events and communications, and keep everything on track as we raise funds to transform our libraries. Having experience in fundraising or nonprofit work is a plus. A love for libraries and your community? That's essential.*

*Join us and be part of something meaningful.*

### **POSITION DESCRIPTION**

|                               |                                  |
|-------------------------------|----------------------------------|
| <b>POSITION TITLE</b>         | Campaign Assistant               |
| <b>UNION AFFILIATION</b>      | CUPE 3120                        |
| <b>REPORTING RELATIONSHIP</b> | Associate Director - Development |

### **PURPOSE:**

Under the direction of the Associate Director - Development, the Campaign Assistant provides administrative support for the planning, organization, and implementation of the Library's capital campaign and its ongoing annual giving program. The Campaign Assistant will play a vital role in maintaining the donor management system, assisting with donor communications, coordinating fundraising and stewardship activities, and ensuring the smooth execution of the capital and annual fundraising campaigns and associated events.

**ACCOUNTABILITIES:**

1. Maintain accurate and up-to-date donor records in the Library's donor management system.
2. Perform administrative duties such as generating regular donor and campaign reports, facilitating donor and committee meetings, drafting minutes and letters, preparing mailouts, and filing.
3. Assist with organizing campaign and donor events and other initiatives.
4. Assist in maintaining regular communication with donors, supporters, and partners, triaging correspondences and providing responses as required; prepare and maintain updated donor packets and proposals.
5. Conduct prospect research to identify prospective donors and to gather information about both new prospects and current donors.
6. Work with the Marketing team to develop fundraising materials including social media posts, online donation pages, newsletters, and brochures.
7. Assist with grant opportunities which include researching, gathering information, preparing, submitting and tracking grant applications.
8. Coordinate the Community Partners program (individual giving), memorial gifts and honour with books and expand on annual giving efforts including monthly giving, major gifts, and legacy giving.
9. Provide administrative backup to the Bookkeeper basic functions including processing basic payroll, accounts receivable/payable duties as necessary.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities of this position may be adjusted.

**MASTERY:**

The position requires:

1. Courses in nonprofit management, fundraising or a related discipline; a completed certificate or diploma in these areas is considered an asset.
2. Minimum of one (1) year of relevant experience in fundraising; previous experience with capital campaigns is preferred.
3. Minimum of two (2) years of experience with databases; previous experience with a donor database is preferred.
4. A high level of customer service experience (especially phone).
5. Detail-oriented and able to maintain accuracy in data entry and record-keeping.

6. Demonstrated experience with MS Excel and Word.
7. Strong organizational skills with the ability to manage and prioritize multiple tasks and deadlines.
8. Experience with Canva or other relevant design software is preferred.
9. Excellent research, written, and verbal communication skills.
10. Enthusiastic about building relationships with donors and contributing to fundraising success.
11. Ability to work collaboratively in a team-oriented environment.
12. Passion for TBPL's mission and an understanding of its significance in the community.
13. Must undergo a successful Criminal Record Check.

**Application Information:**

Please submit your cover letter and resume at your earliest convenience to [kgunn@tbpl.ca](mailto:kgunn@tbpl.ca). As the competition is open until filled, interviews will take place as soon as the number of qualified candidates meets the threshold that we have determined to conduct interviews.

**Other Information:**

For more information on the Thunder Bay Public Library, please visit our website at: <https://www.tbpl.ca/>

The TBPL is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

The personal information obtained under this job posting is collected under the authority of the Public Libraries Act, 1984 and will be used to assess qualifications of applicants. Questions about this collection should be directed to the Chief Executive Officer.

The Thunder Bay Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process, if you require accommodation at any time throughout the recruitment process, please contact the HR Manager.