

JOB DESCRIPTION

Special Projects Coordinator: Fundraising & Advocacy

Classification: Grade 5, Coordinator

Stratford Public Library is a bustling community hub located in beautiful downtown of Stratford, Ontario. Operating from our 1903 Carnegie library building, we provide early literacy programs, unique literary and cultural experiences, a MakerSpace, online learning, extensive print and digital collections, and welcoming spaces for all ages. As our programs and community have flourished beyond our current capacity, SPL is actively pursuing funding for a new facility designed to meet our community's needs today and into the future.

Position Summary

Reporting to the CEO, the Special Projects Coordinator will assist in a variety of special projects to advance the Library Board's Strategic Plan and goals of the Library. The Special Projects Coordinator will primarily focus on the development, planning, and execution of strategies targeting revenue development on behalf of the SPL as well as supporting Library advocacy efforts in the community.

Duties and Responsibilities

1. Develop a revenue development strategy, along with associated frameworks and a prioritized roadmap of initiatives and targets, with the objective of driving sustainable revenue.
2. Develop and execute minor donation, annual fundraising, capital fundraising, and major gift campaigns, including researching, identifying, cultivating, soliciting, and stewarding donors.
3. Seek opportunities for grants, coordinate on feasibility with internal stakeholders, and apply to relevant ones.
4. Develop and execute a retail strategy that complements the library's purpose and role in the community.
5. Maximize space rental opportunities in library.
6. Build compelling and targeted pitch decks, impact reports, presentations, and other materials.
7. Design methods to measure opportunity and success.
8. Develop and nurture strong relationships with prospective and active donors and brands
9. Develop and execute donor recognition and stewardship programs to express gratitude and provide ongoing support to our valued donors.
10. Prepare and present reports to the Leadership Team and the Library Board.
11. Understand the library's strategic roadmap and seek opportunities to leverage initiatives for revenue opportunities.
12. Attend relevant events as needed.
13. Build productive and collaborative working relationships within and outside the organization.
14. Other duties as required.

Skills and Abilities

- Proven success in fundraising (capital campaigns are an asset)
- Strategic thinker
- Strong influencer and relationship builder





- Exceptional communicator and confident presenter
- Self-starter and resourceful with a passionate and enthusiastic attitude
- Strong financial management and negotiation skills
- Solid project manager, with the ability to balance multiple priorities at one time
- Ability to exercise independent judgment and take initiative
- Technologically savvy
- Strong professionalism and judgment
- Ability to produce a current copy of a clear vulnerable sector police check

Formal Qualifications

- University degree or college diploma in a relevant discipline (Fundraising, Sales, Business, Accounting, Marketing, etc.)
- Relevant fundraising certifications or memberships considered an asset
- Minimum 3 years of fund development experience

Terms of Employment

- **Job Type:** Part-Time, Contract
- **Hours of Work:** 21 hours per week, 2-year contract with the possibility of extension
- **Working Hours:** 9am-5pm, days of the week are to be determined. Occasional evening and weekend hours may be required
- **Working Location:** Primarily in the library located in downtown Stratford, with some remote work flexibility possible
- **Salary:** \$39.30 per hour; 6% vacation pay
- **Benefits:** SPL offers a casual work environment, support for professional development, OMERS Pension Plan, Employee Health Spending Account, Employee Assistance Program, paid sick days of 10 hours per 140 hours worked

How to Apply

To apply, please submit your cover letter and resume by Monday July 21, 2025 to resumes@splibrary.ca

The Stratford Public Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, for recruitment purposes.

The Stratford 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 Human Resources at hr@splibrary.ca