### Job Title:
Assistant Director

### Status:
Full Time, Exempt

### Department:
Administration

### Compensation:
$48,000-$53,000 + Benefits commensurate with experience

### Description:
The Radnor Memorial Library is seeking candidates to fill the position of Assistant Director. This is a full time, exempt position.

Applicants should be customer service focused and attentive to detail. The successful candidate will be expected to demonstrate a high level of professionalism and will serve as the person in charge in the absence of the Executive Director.

Duties will primarily include (but are not limited to):
- Administrative: Working in conjunction with the Executive Director on a wide breadth of issues including human resources, staff development, Board and volunteer relations, policy and procedure, and facilities/resource maintenance.
- Fundraising: Spearheading the library’s fundraising efforts including annual appeal, special events, grant writing, and donor relations.
- Outreach and Marketing: Coordinating the library’s community and public relations including internal and external communications and marketing materials.
- Technical: Developing and maintaining the library’s web presence, including website and social media.

### Qualifications:
- Master of Library Science (or equivalent combination of experience and education)
- At least 3 years of library experience with evidence of increasing responsibility.
- Substantial experience with social media and online marketing
- Knowledge of or ability to learn and use computer programs/platforms necessary for assigned duties (including Sierra, eTapestry, Adobe Creative Suite, Microsoft Office Suite, and Canva).
- Experience leading, or meaningful participation in, development and fundraising efforts
- Must be able to clearly communicate (written and oral) and serve the public with courtesy and sensitivity.
- Must provide PA Criminal History Record, Childline Child Abuse Clearance, and FBI Fingerprint Check prior to beginning employment.
| **Physical Demands:** | The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear as well as stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision. |
| **Contact:** | Please send a (1) cover letter, (2) resume, and (3) three professional references to:
   Anny Laepple, Executive Director
   Radnor Memorial Library
   114 W. Wayne Avenue
   Wayne, PA 19087
   or, alaepple@radnorlibrary.org |
| **Deadline:** | Applications will be accepted through March 15, 2020. |