



FORT SMITH PUBLIC LIBRARY ENDOWMENT TRUST

Vacancy Notice Endowment Director

The Fort Smith Public Library seeks an enthusiastic, people-oriented fundraising professional with a passion for libraries and lifelong learning to serve as Endowment Director for the Fort Smith Public Library Endowment Trust. The Endowment Director, under the direction of the Board of Trustees and in collaboration with the Library Director, plans, coordinates, and carries out the Endowment's comprehensive fundraising program. Responsibilities include identifying and cultivating donors and prospective donors; maintaining a donor relations database; planning events such as the annual Black Tie Bingo gala; designing, implementing, and managing all fundraising activities; and working closely with the library director to ensure a thorough understanding of and positive relationship with the library.

Requirements: Bachelor's degree from an accredited college or university and at least two years of professional fundraising experience. An equivalent combination of education, training, and experience relevant to the knowledge, skills, and abilities of this position may also be accepted. Other requirements include strong oral and written communication skills, strong organizational skills, computer proficiency, including Microsoft Office and donor relations software such as Blackbaud, the ability to manage multiple responsibilities and meet goals and deadlines with minimal supervision, and the ability to advocate for the library in the community.

Well-qualified applicants interested in either a full-time (37 ½ hours a week) or part-time schedule will be considered. Salary is commensurate with experience and qualifications. The expected salary range for the full-time position is: \$55,000-\$70,000. Other benefits including paid vacation, sick leave, health insurance, and retirement are also available for full-time staff. This is an onsite, in-person position.

Fort Smith Public Library: The Fort Smith Public Library is a city library system with a \$3.6 million budget and a 67,000 square foot Main Library and three neighborhood branches. Nearly 214,000 people visited a FSPL location in 2024, checking out over 310,000 items. Popular library resources and services include books, eBooks and downloadable audiobooks through Libby and hoopla, streaming video through hoopla and Kanopy, local history and genealogy research, public meeting rooms, and a full schedule of programs for all ages.

Fort Smith Public Library Endowment Trust: The Fort Smith Public Library Endowment Trust is a \$4.8 million endowment fund. A 501(c)3 organization, the Endowment Trust is intended to receive, administer and distribute funds to ensure the future strength and vitality of the Fort Smith Public Library. Gifts to the Fort Smith Public Library Endowment Trust are used to enhance the library's acquisitions and to fund special projects.

Send letter of application and resume to: Jennifer Goodson, Library Director, Fort Smith Public Library, 3201 Rogers Ave., Ft. Smith, AR, 72903 or jgoodson@fortsmithlibrary.org. Review of applications will begin January 29, but applications will be accepted until the position is filled.

For more information visit the Fort Smith Public Library website at www.fortsmithlibrary.org.