

POSITION VACANCY ANNOUNCEMENT  
July 17, 2008

**NONPROFIT SERVICES SPECIALIST**  
Adult Services, Full-Time

**SCOPE OF RESPONSIBILITIES:**

- To oversee service delivery and operations of the Nonprofit Management Support Center at Kalamazoo Public Library
- To lead the development of a wide range of services for nonprofits
- To conduct one-on-one and small group sessions
- To connect nonprofits with local resources to meet their needs
- To plan and present workshops and training seminars
- To collaborate with library staff to develop web presence for the Center
- To convene and lead a local advisory team for the Center
- To participate in community initiatives that build the nonprofit sector
- To assist with fund development/sustainability strategies as required
- To participate in departmental meetings, library wide committees, training opportunities, and perform other duties as assigned

**MINIMUM QUALIFICATIONS**

1. Bachelor's degree in Public Administration, Organizational Development, Management, Marketing, Human Resources or a related field
2. A minimum of three years working in the nonprofit sector
3. Experience in program development and evaluation
4. Knowledge of local nonprofit resources and collaborations
5. Demonstrated ability to develop and promote services, oversee operations and lead staff
6. Ability to develop training programs and materials
7. Excellent customer service, communication and interpersonal skills
8. Ability to analyze nonprofit needs and recommend next steps
9. Knowledge of professional literature in nonprofit realm
10. Ability to gather and analyze data and prepare reports
11. Grant proposal writing and grant administration experience
12. Technology proficiency to enable web content development, communication and service delivery
13. Ability to work collaboratively and represent KPL in external environments

**SALARY RANGE/BENEFITS:**

\$43,479 – 50,729 yearly, Supervisory/Technical, level four; fully paid health, vision, dental, LTD and life insurance; fully paid retirement; paid vacation, sick leave and holidays; health care savings program

**SCHEDULE:**

40 hours weekly, flexibility and ability to work day, evening and weekend hours as needed

**AVAILABILITY:**

Immediately

Applications available in Administrative Services or at [www.kpl.gov](http://www.kpl.gov)  
**Completed application, cover letter and résumé due by 5:00 p.m. August 1, 2008.**  
Materials should be directed to Christine Price, Administrative Services,  
Kalamazoo Public Library, 315 S. Rose St., Kalamazoo MI 49007