Foundation
MADISON PUBLIC LIBRARY

Madison Public Library Foundation Communications & Grants Coordinator

Full-time (40 hours), benefits-eligible position responsible for executing Madison Public Library Foundation's annual communications. This position reports directly to the Executive Director. The essential duties include communications development & production, copywriting and editing, coordination with the contracted graphic designer/art director, public relations, grant writing & reporting, evaluation, and brand management. Specific responsibilities include:

COMMUNICATIONS

- Writing, editing, and proofreading copy for external communications, including email and print newsletters, annual report, fundraising event invitations, promotional materials, advocacy messages, capital campaigns, and special messaging campaigns
- Meeting regularly with the library's marketing manager to coordinate Library and Foundation communications
- Producing print and email newsletters
- Producing the Foundation and Library joint Annual Report
- Developing, maintaining, and updating website content
- Preparing emails to donors through Blackbaud Raiser's Edge NXT software
- Preparing and sending press releases, and working with media to propose stories and respond to requests
- Working with contracted designer to produce communications and promotional materials
- Creating an annual Foundation social media strategy, message calendar, and content for social media (Instagram, LinkedIn, Facebook)
- Ensuring adherence to brand standards in all materials
- Assisting the Wisconsin Book Festival Communications Coordinator with donor recognition signage, design and editing of promotional materials, press releases, and media relations
- Assisting with the annual Wisconsin Book Festival advertising plan, including media buying, coordination of creative, and ad delivery where necessary
- Maintaining the foundation's photo library and organizing yearly photo shoots in coordination with the library marketing manager
- Analyzing and interpreting communications data, and reporting it to the foundation board's Marketing Committee
- Assigning tasks to the communications intern and supervising the intern's work

GRANT WRITING & REPORTING

- Preparing grants and proposals for major gifts, including regular meetings with library staff to gather program and budget information
- Drafting and submitting grant reports and updates to donors

- Ensuring gifts are spent for intended purposes
- Researching new grant and funding opportunities (organizations, foundations, and individuals)
- Maintaining calendar of deadlines for grants and reports

SKILLS & REQUIREMENTS:

- Palpable excitement for the mission of MPLF with the ability to effectively promote the organization's value to diverse constituents
- Ability to work seamlessly with a diverse group of staff, Board members, donors, volunteers, library stakeholders, and the community
- Excellent communication skills, both written and oral; strong presentation skills
- Proven commitment to diversity, equity and inclusion values demonstrated through training and partnerships
- Strong copywriting, editing, and proofreading skills
- Demonstrated ability to take both initiative and direction

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Work is primarily performed in an office setting at Madison Public Library Foundation's business location with frequent interaction with coworkers and external partners. Some evening and weekend work will be required and scheduled in advance as needed. Remote work opportunities are available
- Attendance at in-person meetings, Foundation events, annual fundraising events, and Wisconsin Book Festival Fall Celebration and select events is expected
- Work requires the use of computers with exposure to monitors, keyboards, mouse
- Ability to maintain focus for a long period of time
- Ability to attend and participate in off-site indoor and outdoor events at various locations in and around Madison, WI

COMPENSATION

The Communications & Grants Coordinator compensation is commensurate with experience and is in the range of $55,00–60,000. Madison Public Library Foundation's benefits package includes medical, dental, and vision insurance; paid time off; 11 paid holidays; flexible spending account; pre-tax commuter benefits; life insurance; and a 401(k) retirement plan.

About Madison Public Library Foundation

Madison Public Library Foundation strives to equip Madison Public Library with robust resources to deliver outstanding services, facilities, and programs that meet the Madison community's needs with a priority of equity and accessibility. Since 1993, Madison Public Library Foundation has been committed to mobilizing the Madison community to continuously improve, promote, and support Madison Public Library by developing sustainable and vibrant partnerships between the community and the city's library system. The foundation supports Madison Public Library in presenting the annual Wisconsin Book Festival.

Non-Discrimination Policy
Madison Public Library Foundation is committed to a policy of Equal Employment Opportunity and will not discriminate against any applicant or employee based on race, color, religion, creed, national origin, ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, gender identity, marital status, or any other legally protected basis under federal, state or local laws, regulations or ordinances. Applicants with disabilities may be entitled to reasonable accommodation as is consistent with applicable law.

Please apply via email to: Conor Moran, Executive Director, at cmoran@mplfoundation.org. Include cover letter, resume, and one representative communications work sample. ***Deadline for submission is Friday, November 13th, 2026.***