



**STONINGTON
FREE LIBRARY**

Development Coordinator

General Statement of Duties:

This is a part time, highly responsible, hands-on position involving the planning, administration and execution of the organization's development program. Work will be performed on a largely independent basis and work flow will fluctuate. A high degree of flexibility is desired.

Essential Job Functions:

- Managing and growing the Annual Fund and fundraising efforts.
- Donor cultivation, retention and appreciation with existing and prospective donors.
- Maintaining the organization's donor database.
- Producing development reports.
- Researching and soliciting potential funding sources.
- Creating and submitting grant proposals.
- Managing planned giving and endowment programs.
- Identifying opportunities for increasing the public profile of the Library through communication and outreach – in particular, social media, website, library newsletters, and event planning and marketing.
- Organizing Stonington Nonprofit Roundtable gatherings.
- Attending board and development committee meetings and other meetings as needed.
- Managing donor communications and Annual Report.
- Stays abreast of and recommends development ideas and strategies related to non-profit and/or public library fundraising.

Supervision:

This position is under the direct supervision of the Library Director in conjunction with the Board of Trustees and Development Committee and is responsible for rendering periodic reports to all.

Knowledge, skills and abilities:

- Proficient in computer applications and web based technologies including Microsoft Office, Constant Contact and WordPress.
- Experience using Blackbaud/e-Tapestry or similar fundraising software.
- Effective writing and verbal skills along with strong interpersonal skills are essential.

Experience:

Minimum two years of experience in grant writing and fundraising in a non-profit environment, preferably in a library or an arts or cultural setting.