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 as directed by the Library management and/or Board. 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, including gift processing, recording, acknowledgment, reporting and managing mailings and lists.
- Maintaining the organization's eTapestry donor database.
- Donor solicitation, cultivation, retention and appreciation with existing and prospective donors.
- Producing development reports.
- Researching and soliciting potential funding sources.
- Under supervision of Director/Assistant Director, researching potential grant opportunities, creating and submitting grant proposals as required.
- Managing existing planned giving and endowment programs.
- Collaborating with other staff involved in marketing to identify opportunities for increasing the public profile of the Library through communication and outreach as related to development and fundraising areas – in particular, social media, website and library newsletters.
- Creating, managing and sending donor communications, including three annual Library newsletters and Annual Report.
- Supporting the Mystery Dinner Committee in planning, organizing and implementing the annual Mystery Dinner fundraiser as well as other Library events as needed.
- Attending board and development committee meetings and other meetings as needed.
- Supporting and representing the Library at Stonington Nonprofit Roundtable gatherings.

- 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/eTapestry or similar fundraising software.

- Effective writing and verbal skills along with strong interpersonal skills are essential.

- Proficient with social media platforms particularly Facebook and Instagram.

- Able to self-direct project management and work independently.

Experience:

Experience in annual appeal management, grant writing and other fundraising in a non-profit environment, preferably in a library or an arts or cultural setting.