



Goodnow Library Foundation is looking for a Part-time Director of Development

The Director of Development is responsible for designing and leading the GLF's fundraising program and expanding opportunities for future revenue growth among residents, friends of the GLF, and corporate and foundation partnerships. Areas of oversight include annual and major gifts programs, fundraising events, budget, communications, volunteer management, and community relations. Partner with the Library Director, Board leadership and Library Trustees with the aim of building strong constituency relations and increasing revenue. Chief strategist in managing donor prospects through the various stages of donor cultivation, solicitation, and stewardship. This is a part-time position, hours to be mutually determined.

Essential Responsibilities:

Leadership

- Develop and maintain a highly-collaborative working relationship with the GLF Board and the Library Director in order to ensure cohesive messaging of the GLF's strategic goals and objectives.
- Monitor and report on the progress of development activities at Board meetings.
- Establish and implement the infrastructure needed to grow the GLF budget through the solicitation of major gifts, annual fund giving, special events, and corporate and foundation support.
- Work with the GLF Board President and the Foundation Fund for the Future Committee (FFF) to develop and implement strategies to increase funding for the Endowment.
- Work with the Treasurer to develop and adhere to an annual budget and to ensure accurate reporting to the Board.

Fundraising

- Identify, cultivate and solicit donors to the Annual Fund with a focus on increasing the base of donors to the Fund.
- Write appeal letters and other solicitation correspondence.
- Lead the development of a major gift program. Identify, cultivate, solicit, and steward individual prospects. Complete personal visits and solicitations on a weekly basis. Research and coordinate the ask personally and/or by assigning a Board or FFF member to each prospect as appropriate.
- Manage ongoing list of capital projects to increase donor participation.
- Identify, cultivate, solicit, and steward appropriate corporate and community foundations.

Communications

- Lead the development and execution of all communications, marketing, and public relations strategies for the Foundation.
- Collaborate with the Communications Consultant to create communications content including newsletters, Constant Contacts, social media posts, press releases, and marketing collateral.

- Continually develop and maintain the GLF website to promote the GLF's work and activities.
- Connect with the community through social media, schools, and town activities.
- Ensure consistency of messaging across all marketing and communications collateral to maintain and build the Foundation's brand.
- Work with communications consultants and/or graphic designers as necessary to brand for the major events. Ensure that the brand is carried through all materials, including save-the-dates, invitation, event program, and all other materials.

Events

- Collaborate with GLF Board and Development Associate to plan GLF events program – both revenue-generating and revenue-inspiring.
- Lead sponsorship and stewardship programs for events.
- Assign co-chairs and oversee event committees for GLF fundraisers.

Stewardship

- Oversee the acknowledgement and stewardship of all donations. Compose correspondence and other communication as needed in addition to overseeing the Development Associate in the execution of the acknowledgement process.
- Maintain accurate and up-to-date records relating to the Annual Fund planning, execution, and evaluation as well as broader project development and fundraising efforts.
- Oversee Little Green Light donor tracking system with the Development Associate to track gifts, streamline communication and review results of all fundraising efforts.
- Oversee recognition in the Library of sponsors for capital projects.

Community Engagement

- Develop and manage a team of volunteers and expand committees to increase engagement.
- Manage GLF Develops internship program for the Foundation.
- Engage in “collabs” - partnerships with others in the community.
- Develop ways to extend reach/visibility in the community.

This position is 28 hours a week for 10 months a year. This position is 80% in the library and 20% working from home, but flexible on the schedule. Please send a cover letter and resume to goodnowlibraryfoundation@gmail.com