



PO Box 1009
Redding, CT 06875
(203) 938-2545

About

Position: **DEVELOPMENT DIRECTOR**

Date Available: **Immediately**

Salary: **\$75,000-\$80,000 commensurate with experience**

Schedule: **Full time (35 hours per week), in-person, exempt position with benefits**

Reports to: **Library Director**

Supervises: **Development Operations Manager**

For the first time, The Mark Twain Library in bucolic Redding, CT is seeking a Development Director. Founded in 1908 by the American writer, humorist, entrepreneur, publisher, and lecturer, Samuel Clemens, The Mark Twain Library provides public library services to the nearly 9,000 residents of Redding. The Mark Twain Library is an association library organized as an independent 501(c)(3) non-profit but recognized by the State of CT as the Principal Public Library for the Town of Redding and receives approximately 60% of its \$1.2M annual operating budget as a grant from the Town.

The successful candidate will be a driven, goal-oriented fundraising leader with a donor stewardship mindset, the highest professional ethics and a commitment to The Mark Twain Library's mission to act as a, "destination for discovery, enrichment, and connection...where books are just the beginning." More about the Library at www.marktwainlibrary.org.

Forty percent of the Library's operating expenses are raised through community-wide, volunteer-led fundraising events such as our Labor Day Book Fair, December Art Show and Preview Reception, and the Frog Frolic Family Festival every spring, as well as our \$200K Annual Appeal.

The Development Director supervises the Development Operations Manager and works in partnership with the Library Director, the Development Committee and the Library Board of Trustees to achieve goals by developing an annual fundraising plan. The Development Director tracks progress against goals and recommends changes to the annual fundraising plan as needed, reconciles with the Head of Finance and Administration, and reports regularly to the Library Director.

Responsibilities

- Board Engagement
- Donor Stewardship
- Fundraising Strategy
- Annual Appeal
- Volunteer Event Fundraiser Support

Board Engagement

- Works with the Library Director, the Library Board of Trustees, and the Library Board's Development Committee to establish and execute a comprehensive development plan that will meet the annual and long-term fundraising goals that support The Mark Twain Library's strategic plan.
- Prepares Development reports for the Board of Trustees.
- Attends and participates in monthly Board meetings.
- Supports the continued involvement of the Library Board as it relates to education, involvement, and comfort in fundraising.
- Manages development budget management and works with the Library Board's Finance Committee and Head of Finance and Administration.

Donor Stewardship

- Identifies and cultivates relationships with individual donors.
- Maintains gift recognition practices.
- Expands corporate and foundation donor support.
- Partners with the Library Director and Library Board members for face-to-face meetings with important prospects and members when appropriate.
- Continues to build the Library's planned giving 'Stormfield Society'.
- Works with the Development Committee to spearhead stewardship gatherings.

Fundraising Strategy

- Implements and oversees work and goals related to Development in the Library's Strategic Plan.
- Provides information on progress against goals, suggests recommendations for changes to current goals, and additional strategic goals and priorities for each year.
- Makes data-driven decisions that help the organization achieve its fundraising goals.

- Researches, evaluates, recommends, and implements new fundraising tools.

Annual Appeal

- Composes the messaging for the Annual Appeal to align with the Library mission and strategic plan, and manages the process with particular focus on increasing Annual Appeal revenue.
- Provides supervisory support to Development Operations Manager, the staff person responsible for the day-to-day activities of the Annual Appeal.
- Tracks and analyzes donor engagement and retention rates against goals using data from our donor database (eTapestry) and other sources.

Volunteer Event Fundraiser Support:

- Plays a key role in maximizing the potential of The Mark Twain Library's signature fundraisers by attending fundraiser committee meetings and working with volunteer fundraiser chairs to manage their Development needs.
- Coordinates and solicits sponsorships for fundraising events in coordination with volunteer fundraiser chairs.
- Keeps fundraising committees informed of, and focused, on the Library's mission and strategic plan.

Qualifications

- 5+ years of demonstrated fundraising experience, including donor relations, major gift fundraising, event planning and planned giving.
- Experience in securing gifts in excess of \$10K.
- Minimum Bachelor's degree. Certified Fundraising Executive (CFRE) status a strong plus.
- Experience and comfort developing and sustaining meaningful relationships with major donors, Board, staff, volunteers, and community members.
- Excellent writing and interpersonal skills.
- Excellent organizational skills, with ability to prioritize and manage multiple tasks while maintaining exceptional work quality.
- Excellent computer skills, specifically with Microsoft Word, Excel, and Google Workspace.

- Experience with Blackbaud's eTapestry (or comparable) fundraising database a plus.
- Experience in effective creative marketing and communication skills, both internally and externally.
- Open to innovation and change in the workplace and in fundraising activities.
- Highest professional integrity and adherence to library, fundraising, and AFP's Code of Ethical Standards.
- Ability to lift up to 40 pounds and ability to push and pull carts weighing up to 80 pounds.
- An affinity for public library services and willingness to embrace our Founder's spirit.

Apply

**Email your cover letter and resume to
Director@MarkTwainLibrary.org**

The Mark Twain Library is an equal opportunity employer. We extend equal opportunity to all individuals without regard to race, color, religion, age, gender, marital status, national origin, ancestry, past or present history of mental disorder, learning disability, physical disability (including blindness), sex, genetic information, sexual orientation, gender identity or gender expression, pregnancy, childbirth and related medical conditions or any other status protected under applicable federal, state, or local laws.
