

HOWE LIBRARY CORPORATION DEVELOPMENT COORDINATOR

The Howe Library Corporation seeks a Development Coordinator to provide support for key activities that generate funds for the Howe Library. This position is responsible for supporting increased income through new grants, donor stewardship, and fundraising. The position includes clerical, analytical, communications, research, project management, and data management activities and ensures a timely, efficient, productive, and positive donor experience. The Howe Library Corporation is a non-profit organization whose mission is to galvanize community support to enhance the Howe Library facilities, programs, and collections beyond what can be expected from tax revenues from the Town of Hanover.

POSITION SUMMARY:

This person will report directly to the Library Director and work collaboratively with the board. This is currently a part-time (20 hour per week) position. In addition to a competitive salary, the Corporation offers a flexible work schedule, and paid time off.

SALARY RANGE:

\$22.00-\$23.00 per hour

TO APPLY:

Please mail a cover letter, resume, and writing sample to Library Director Rubi Simon at Rubi.simon@thehowe.org. For a complete job description, go to the Library's Website [Howe Library](http://HoweLibrary.org). Review of applications and interviews will begin immediately.

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JOB DESCRIPTION

ADMINISTRATION

- Accurately tracks all donations, grants, reports, and fundraising income by way of donor database system
- Monitors Corporation member participation and giving status.
- Supports the Board with Corporation membership administration and correspondence.
- Works with the Board and Library Director to support committee work timelines
- Works with the Library Director and Board Chair in coordination of Howe Corporation annual meetings.

COMMUNICATIONS

- Communicates with donors using multiple platforms, including phone, e-newsletters, emails, press releases, and social media in collaboration with Programming Librarian.
- Responsible for coordination of Annual Reports.
- Develop donor acknowledgement materials including thank you letters, thank you videos, social media, and newsletter recognition.

FUNDRAISING

- Works with the Development Committee and Library Director to plan and implement an annual calendar of fundraising and stewardship activities, including the annual appeal, sponsorships, and special events.
- Coordinate fundraising campaigns using social media, email, and other marketing tools.
- Cultivates relationships with donors, and manages systems and structures to support and facilitate donor relationships among board members.
- Coordinates board member participation in fundraising: assigns outreach, tracks progress, provides timely reminders and opportunities for cultivation.

GRANTS MANAGEMENT

- As requested or approved by the Director, research grant opportunities, including developing relationships with

- foundations, participating in roundtables, and attending grant trainings.
- Create a Grants Calendar and collaborate with the Library Director to complete and submit grant proposals and applications.
 - Maintain Grant Report Calendar and collaborate with the Management Team to complete and submit grant reports on time.

REQUIRED QUALIFICATIONS-Skills, Knowledge and Abilities

- Bachelor's degree or equivalent combination of education and experience.
- 3-5 years experience in fundraising.
- 2+ years grant writing experience.
- Exceptional written and verbal communication skills.
- Strong computer skills and demonstrated ability to use development donor management systems effectively.
- Solid social media and marketing skills.
- Proficient computer skills including Microsoft Office Suite, Adobe, Zoom, donor database systems.

ESSENTIAL TRAITS

- Exceptional problem-solving skills with a creative and entrepreneurial spirit and strong negotiation skills.
- Able to function independently with minimal oversight.
- Strong interpersonal skills, proven ability to work with committees, and comfortable managing change.
- Maintains a high level of confidentiality.
- Ability to meet deadlines while maintaining attention to detail.
- Creative and innovative approach to engaging new donors.
- Ability to use good judgment when seeking input, guidance, and decision-making.

SUPERVISORY RESPONSIBILITIES: Occasional project-based volunteers.