

Assistant Director of Development - Full-Time

The Assistant Director of Development will support the Library's fundraising and mission awareness goals by playing a key role in the development and execution of the annual contributed income plan. This position will support five primary functions: individual donor cultivation and acquisition, development communications (annual report, donor appeals, donor communications), volunteer program, special event management, and oversight of development systems (CRM database, financial reporting, donor reporting). They will also be assigned special projects related to primary functions, such as developing and executing the plan for special appeals and creating and executing development events. This position will report to the Director of Development and work closely with the Development team and other departments to support donor/prospect cultivation, solicitation, and stewardship. This position will require attending periodic weekend and evening programs and events. The role requires standard work hours of Monday – Friday, 37.5 hours per week, with occasional evenings and weekends as needed.

RESPONSIBILITIES INCLUDE:

Strategic

- Works closely with the Director of Development to build the strategic plan for ongoing development goals and special initiatives (e.g., capital campaigns). Develops and implements diverse funding strategies to support the organization's mission, including major gifts, annual fund, and special events.
- Responsible for ensuring that plan components align with the strategic plan.
- Works with the department to develop and execute donor communication plans including the annual report, donor appeals, e-communication and storytelling documents.
- Develops comprehensive plans for fundraising and cultivation events.
- Develops individual and group-based volunteer programs.
- Works closely with the Director of Development to build out cross functional policies and procedures related to contributed income and the CRM database.

Donor Cultivation and Stewardship

- Supports donor cultivation and stewardship. Plays a key role in the execution of cultivation and retention programs/initiatives.
- Acts as a liaison to the communications team to ensure that a specific development focus is integrated into the ongoing work of building mission awareness.
- Partners with the communications team in the creation of special communication plans for donors, including advocacy or promotional materials, e-newsletters, and non-traditional media.

- Co-create cultivation events and programs to build institutional relationships with current and potential funders.

Administrative

- Will train and manage volunteers or contracted staff when needed to execute special initiatives.
- Ensures compliance with all relevant regulations and laws. Supports the inclusion of ethical standards and best practices within the development industry.
- Uses data and other tools to evaluate the effectiveness of fundraising efforts.
- Provides ongoing reporting of development activity to organization leadership, including the Board of Directors.

Other

- Serves as Manager in Charge in the absence of the Development Director.
- Other duties as assigned.

EDUCATION and EXPERIENCE/QUALIFICATIONS

- Bachelor's Degree required. Minimum of 5 years of communications experience, including marketing, public relations, or related experience.
- 3-5 years' experience in fundraising, development, and/or grant writing in a non-profit environment.
- Strong organizational, administrative, and analytical skills.
- Demonstrated attention to detail.
- Strong written and verbal communication skills with the ability to tailor communications with volunteers, donors, Library customers, community, colleagues, and diverse audiences.
- Strong interpersonal skills, ability to interface professionally, build effective working relationships, relate well and build appropriate rapport, and ability to navigate a variety of situations and conversations professionally.
- Commitment to the organization's values of equity, diversity and inclusion.
- Time management skills; ability to work independently with initiative.
- Ability to maintain confidentiality when working with sensitive information.
- Proficiency with technology, including a personal computer, email, various software programs (i.e., Windows/Microsoft Office), social media, communications platforms (Communico, e-newsletter platforms), and other job-related equipment and systems.
- Demonstrated excellent computer skills (Microsoft productivity tools, teleconferencing, cloud)
- Familiarity and experience with fundraising databases are highly preferred.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Ability to continuously bend, twist, stoop, reach, and pull.
- Ability to maintain composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit, and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

What we offer employees:

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, and Pharmacy benefits
- Life Insurance
- Paid Time Off - Vacation, personal, and sick time
- 2 Floating Holidays
- 11 Paid Holidays
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education, and staff engagement opportunities
- Commitment to an active plan of diversity, equity, and inclusion work, including implementation of the staff-led DEI Road Map.

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating, and engaging spaces where people can learn and discover, explore their passions, and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia Teen Spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio, and video collections

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference “**Assistant Director of Development**” in the subject line of your email.

Hiring Range: \$81,175.38 - \$85,234.24 **DOE**

Hartford Public Library is an Equal Opportunity Employer.