

## **Development Manager - Full-Time**

The Development Manager will focus on the administrative and operational management of the Development team, including coordination and execution of grant submissions. They will also be assigned special projects, such as special appeals or campaigns. They will manage the submission, award and reporting process for government, corporate and foundation contributed income and grants including the researching of new opportunities. This person will also oversee the Development Department CRM (Bloomerang) and other technology solutions as needed. This will include data entry, data integrity, and the development and management of reports to support individual giving, grants, events and annual giving. This position will report to the Director of Development and work closely with the Development team and other departments to manage and support donor cultivation, solicitation, and stewardship. This position will require attending periodic weekend and evening programs and events, and requires standard work hours of Monday – Friday, 37.5 hours per week.

### **RESPONSIBILITIES INCLUDE:**

#### **Management and Supervisory**

- Manage and administer the development and collection of information for proposals and grants through all stages of small grant submissions, including evaluation, application, award, and reporting. Works with internal partners to ensure that timelines are met.
- Maintain Hartford Public Library donor database and other development systems. Coordinate, plan and provide training for new staff. Research, update, and maintain database records, including new donor profiles.
- Work with fundraising software vendor (Bloomerang) and oversee consultant(s) as needed to ensure database quality.
- Perform department gift processing, including gift entry, reconciliation with finance, and donor acknowledgments.
- Coordinate ongoing development team and special committee meetings.
- Produce reports and special audience lists as needed for the department, including recognition lists.
- Supervise staff (temporary and/or permanent), volunteers, consultants and interns in roles that support Development work.

#### **Donor Cultivation and Stewardship**

- Plan, coordinate and support the execution of logistics for Hartford Public Library donor events and programs.
- Manage the correspondence related to gift processing.
- Oversee and support the creation and distribution of donor newsletters, and other donor related publications, including working collaboratively across the system to produce annual reports.
- Partner with the communication team to ensure the distribution of cultivation, advocacy and promotional materials.
- Coordinate and oversee printing, collating, packaging, and mailing or e-mailing for solicitations or event related collateral.

## **Other Duties**

- Other duties as assigned.
- On-site program, meeting, and event support.
- May be called upon to serve as Manager in Charge.

## **EDUCATION and EXPERIENCE/QUALIFICATIONS**

- Associate degree required, BA preferred.
- At least 3 year's 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.
- At least 1 year of supervisory experience preferred.
- 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.
- 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](mailto:hpljobs@hplct.org) and reference “**Development Manager**” in the subject line of your email.

**Hiring Range:** \$61,764.30 - \$65,293.54 **DOE**

**Hartford Public Library is an Equal Opportunity Employer.**