



## **Development Assistant**

The **Development Assistant** will support fundraising activities that grow an effective contributed income program including the identification, cultivation, and stewardship of library donors. This position will support four primary functions: database management and report generation, special event support, donor cultivation meetings and events and development communications. They will also be assigned special projects such as supporting special appeals, preparing meeting materials and supporting grant submissions. This position will report to the Director of Donor Relations and will work closely with the Development team and other departments to support gift processing and acknowledgement, income reporting and donor cultivation, solicitation, and stewardship. This position will require attending periodic weekend and evening programs and events.

## **DUTIES AND RESPONSIBILITIES**

### **Administrative**

- Maintains Hartford Public Library donor database
- Performs department gift processing including gift entry, reconciliation with finance and donor acknowledgments
- Researches and keeps database records up to date; add records as needed
- Works with fundraising software vendor (Bloomerang) and consultant(s) as needed to ensure database quality
- Produces reports and lists as needed for the department, including recognition lists
- Handles printing, collating, packaging and mailing for solicitations
- Monitors and researches grant and foundation databases to find new funding opportunities and recommend grants to pursue
- Supports development and collection of information for proposals and grants through all stages of grant awards including evaluation, application, award, and reporting
- Coordinates and manages multiple tasks, anticipates needs and proactively manages details

### **Donor Cultivation and Stewardship**

- Assists with writing, producing, and sharing communications with donors, including e- newsletters
- Supports planning and execution of Hartford Public Library donor events and programs
- Maintains online content such as web copy, giving profiles, donor lists and support social media initiatives

- Supports production and distribution of donor newsletters, annual reports, event invitations and other mailings

#### **Other duties**

- On-site program, meeting and event support

#### **EDUCATION and EXPERIENCE/QUALIFICATIONS**

- Associate degree required; BA preferred.
- At least 3 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 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 professionally navigate a variety of situations and conversations.
- Commitment to the organization's values of equity, diversity and inclusion.
- Time management skill; 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 is highly preferred.

#### **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, Pharmacy benefits
- Life Insurance
- Long Term Disability Insurance
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education and staff engagement opportunities
- Commitment to, and 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 · And so much more! Click [here](#) to see all the great programs and services we offer.

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Development Assistant** in the subject line of your email.

Newly hired employees of the Hartford Public Library must present proof of receipt of a COVID-19 vaccination and may not begin employment at the Library until proof of vaccination (two doses of either the Pfizer or Moderna vaccines or one dose of the Johnson & Johnson vaccine). Booster vaccinations may be required in the future. The Library may consider exemptions for prospective employees who cannot become vaccinated due to a qualifying medical condition or a sincerely held religious belief. Candidates who receive a conditional offer of employment and who seek a medical or religious exemption to the Library's vaccination policy will be provided with additional instructions at the time of the conditional offer. Testing requirements and/or additional PPE requirements may apply to unvaccinated employees.

**Hiring Range:** \$44,672.16 - \$51,053.86 **DOE**

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