



## **Director of Corporate and Foundation Relations**

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. [www.hplct.org](http://www.hplct.org).

The Hartford Public Library is seeking a **Director of Corporate and Foundation Relations**. This role will create, implement, manage and assess a comprehensive plan to assist the library in reaching its strategic fundraising goals, with a focus on Corporate and Foundation giving. The scope of work includes developing and implementing a strategic approach to cultivation and stewardship; capital, endowment and planned giving campaigns; and related communications. Works in collaboration and concert with Director of Donor Relations. Positively reflects Hartford Public Library's mission, vision, and values in the community. Promotes a department culture that reflects the organization's values. Maintains effective communication and collaborative work relationships with other departments, agencies, and partners. Responsibilities include:

### **Corporate and Foundation Relations**

- Identifies, researches, cultivates and stewards corporate and foundation funding including but not limited to sponsorships, capital support, employee giving campaigns and grants. Ensures coordination and collaboration to complement efforts of Director of Donor Relations.
- Develops, implements, and leads a successful and integrated Corporate and Foundation relations plan that strategically targets sponsors and donors.
- Assists with preparation of Board's annual Development Committee Goals.
- Responsible for reaching funding, cultivation and stewardship goals set by the Development Committee and President/CEO.
- Works closely with the CEO, the Board, and managers in establishing fundraising and development priorities and advises on trends in the philanthropic world which affect strategic priorities.
- Attends professional meetings, maintains active memberships in state, regional, and national professional associations.

### **Planned Giving and Bequests**

- Enhances current planned giving efforts to broaden participation and awareness of planned giving options; stewards current planned giving donors, identifies new potential donors, plans and implements events in collaboration with Director of Donor Relations and with outside partners.

- Lead efforts for recognition of known donors and of bequests when received.

### **Communication**

- Works closely with Communications Department to implement effective print, social and other media communications through multiple channels.
- Also responsible for external and internal communications including reports, presentations, e-blasts, donor and grant acknowledgements, invitations, newsletter updates, fundraising campaign materials and press releases.

### **Recognition and Assessment**

- Creates meaningful and impactful approaches to recognizing donors and sponsors.
- Manages and coordinates campaign related kick-offs and celebration events.
- Develops assessment tools and strategies to measure effectiveness of campaigns and efforts; include preparation of return on investment and cost benefit analysis reports.

### **Events, Programs and Special Projects**

- Leads corporate sponsorship efforts for events and programs. Takes the lead in major fundraising event planning.
- Assists as needed with special projects related to fundraising and development.

### **Operational Administration**

- Maintain accurate and up to date donor/funder database records and financial records.
- Prepare reports as requested or required from funders.
- Assist with grant writing and preparation, organizational volunteer recruitment, system wide initiatives and other projects/duties as assigned.

### **QUALIFICATIONS:**

- Bachelor degree required; Master degree preferred
- Minimum of five years of experience in fundraising or constituent relations with an educational, corporate or non-profit required; corporate fundraising experience preferred.
- Must have successful experience stewarding and cultivating donors or alumni.
- Proven experience in producing marketing pieces, including digital and social media communiques required.
- Excellent written and verbal communication skills required.
- MS Office Suite proficiency required.
- Experience with donor management system required; Bloomerang experience preferred.

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Director of Corporate and Foundation Relations** 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: \$75,889 - \$84,828 DOE**

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