

## Development Assistant

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. 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 library seeks a Development Assistant. Under the guidance of the Director of Donor Relations, the Development Associate will strengthen relationships and communication with the Library's donor base by providing critical administrative support with the maintenance of donor information and with the execution of timely and relevant donor-centric communications.

- Accurately maintains active, future and possible funding and donor information in Bloomberg and/or other donor relations software/databases.
- Create and maintain records for all donor prospects and maintain appropriate detailed information associated with all fundraising initiatives.
- Update donors and prospects information to ensure constituents information is current; ensure email database of contributors is maintained and up to date.
- Provides instrumental support in the execution of donor communication programs that are well coordinated with the Library's fund-raising strategies and initiatives.
- Partners with Marketing and Communications to provide a wide variety of donor communications including print, online, and social media components.
- Creates compelling donor centric communications.
- Assists with maintaining department information on the website.
- Supports the development and execution of the Library's annual giving campaign, development initiatives and planned giving events.
- Provides administrative support and coordination for a wide range of activities related to the execution of the Library's development efforts including scheduling and planning meetings and events.
- Provides professional standard and ad-hoc development reports as needed for the Chief Executive Officer and the Director of Donor Relations in specified formats.
- Provides information for use in donor campaigns and annual reports.
- Performs other duties as assigned

### Qualifications

- Associate's degree required.
- Three years of development/development support experience required.
- Proven experience with donor database software/Bloomberg a plus.
- Knowledge of fundraising sources, basic fundraising models and strategies required.
- Must be customer service oriented and have great attention to detail and working with deadlines. Must be highly organized.
- Ability to prioritize projects, meet deadlines and produce quality results within appropriate time frame.
- Demonstrate solid writing ability including creating compelling donor centric acknowledgment letters and communication.

- Ability to work independently, while also being a collaborative team player.
- Ability to communicate effectively and consistently with internal and external constituents
- The ability to quickly immerse in the Library's culture and mission and demonstrate an understanding of the overall business and organizational objectives.
- Must uphold the core values of the organization: equity, diversity, inclusiveness and collaboration
- *COVID-19 vaccination required*

**To Apply:** Please email resume and cover letters to the attention of the Human Resources at [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and note "**Development Assistant**" in the subject line.

Hartford Public Library is an Equal Opportunity Employer.