

DEVELOPMENT COORDINATOR (Full Time): Hartford Public Library seeks creative and flexible individual to provide support to the Development Office. Responsibilities: the development coordinator is responsible for assisting the chief development officer with all aspects of a fund development, fundraising events, and supports all other development activities. Manages donor management data base system, responsible for raising unrestricted annual giving from individuals and corporations, donor cultivation, and prospect identification. This position supports the advancement and implementation of various development and marketing initiatives and is responsible for coordinating their execution.

Qualifications: Bachelor's degree in Marketing or Communication or a related field and a minimum of five years fundraising experience in non-profit or for profit sales preferred. Microsoft Office expertise required. Knowledge and experience using Raiser's Edge and database software is needed, Familiarity with social media and Adobe Design Suite desirable. Valid CT driver's license required. \$21.40 to \$31.30 per hour Job description and application are available online at www.hplct.org or Administrative Offices, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **Applications accepted until December 28, 2012.** Equal opportunity employer.

Hartford Public Library requires a Criminal Background Check and Pre-employment Drug Testing on applicants who are selected as a finalist for the position. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with Hartford Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness and the position for which you apply.