

## **AN OPPORTUNITY TO MAKE A REAL DIFFERENCE IN THE LIVES OF MANY PEOPLE**

Hartford Public Library, a nationally recognized urban public library in Hartford CT, seeks an experienced and entrepreneurial Chief Development Officer.

Reporting to the Chief Executive Officer, the Chief Development Officer will support the Board of Directors and senior management in achieving annual fundraising goals. He/she will be responsible for building and maintaining a robust development program to fund ongoing efforts of the Library.

We are seeking a committed individual with the drive, passion and flexibility to have a significant impact on the short and long-term operations of Hartford Public Library. The Chief Development Officer will be a key member of the Library's executive committee and will work closely with the Chief Executive Officer and the Board of Directors. Therefore, it is important that he/she be someone with the potential and desire to contribute to the overall success of the Library beyond development and fundraising alone.

- Directing the implementation of a comprehensive fundraising plan to secure financial support. This plan will encompass major gifts, corporate/foundation giving, annual giving, planned giving, direct response mail, online fundraising and events.
- Laying the groundwork for short- and long-range fund development plans and programs that support the Library's values and mission;
- Implementing strategies to identify, cultivate, communicate and solicit donor prospects including individuals, corporations, and foundations;
- Identifying prospects and other potential donor sources and coordinating with the Board and senior management how best to approach and solidify donations;
- Conceptualizing and writing fundraising proposals and grants to individuals, corporations, and foundations;
- Nurturing loyalty in current donors, stakeholders, potential donors, through a comprehensive relationship-building program including cultivation and communications.

### **Minimum qualifications:**

- A four-year college degree (or the equivalent in experience) with a minimum of 5 years experience in fundraising and donor development, particularly in private philanthropy.
- Professional experience as a development director is desirable, although experience as an associate director with a successful track record is possible.
- Must have excellent communication skills and a commitment to extraordinary customer service.
- Working knowledge of Blackbaud Raisers Edge is required.
- Ability to work independently, solve problems, think strategically, make decisions, handle confidential information, and navigate sensitive situations.
- A positive attitude, collaborative philosophy, flexibility and a sense of humor are key success factors.

**Salary commensurate with experience.**