

## Hartford Public Library

### DEVELOPMENT COORDINATOR

Reporting to the chief development officer, 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.

### DUTIES AND RESPONSIBILITIES

#### Fundraising:

- Identifies and researches individual, corporate, and foundation funding sources
- Works with chief development officer to assess funding sources prospects
- Develops and executes an action plan for the cultivation and solicitation of individual, corporate and foundation donors and prospects.
- Solicits sponsorships, program ads, and ticket sales and manages all aspects of the Library's fundraising events.
- Assists in indentifying new sources of funding through individuals, corporations, and foundations
- Identifies and manages volunteers for development events and activities.
- Works in collaboration with Friends group as needed
- Participates in key programs and activities to ensure that the development department is integrated into and represented in other organizational activities.
- Supports the identification and development of opportunities for new fundraising initiatives.
- Assists in the design and implementation of new fundraising initiatives.

#### Data Base

- Manages data processing operations and record maintenance of the Library's constituent database, Raiser's Edge, in support of the Library's annual fund, fundraising events, and development goals
- Maintains Raiser's Edge database of donors and e-mail database of contributors and other stakeholders
- Supports daily office operations related to mailings, gift entry, receipting, acknowledging, event invitation and guest lists, and record maintenance

**Organization:**

- In coordination with chief development officer produces statistical and analytical reports on fundraising efforts.
- Works with grants manager and finance office to support activities that comply with reporting requirements of funders and donors.
- Other duties as assigned by the chief development officer.

**Marketing & Communications:**

- Develops and maintains excellent working relationships with existing and potential donors.
- Assists in the creation and management of periodic donor/prospect multi-media marketing and communications including press releases, appeals, newsletters, and annual reports etc.

**POSITION QUALIFICATIONS**

- A BS degree in Marketing, Communications or related field required and a minimum of five years fundraising experience in nonprofit or for profit sales preferred.
- Proven track record and demonstrated ability to generate revenue through the cultivation and solicitation of individuals, businesses, corporations and foundations.
- Microsoft Office expertise.
- Donor management software experience (Raiser's Edge preferable).
- Knowledge of social media and Adobe Design Suite is a plus.

**NECESSARY KNOWLEDGE, SKILLS and ABILITIES:**

- Comprehensive knowledge of fund development, fundraising strategies and tactics.
- Knowledge of best practices for fund development, marketing and communications.
- Ability to execute development programs and efficiently evaluate and install accounting method procedures, forms and records.
- Ability to prepare informative and accurate development financial reports.
- Ability to assist in the planning and execution of short and long-term fundraising goals.

- Requires excellent problem solving skills.
- Experience with donor management software (Raiser's Edge preferable).
- Mastery of Microsoft Office products especially Excel and PowerPoint.
- Excellent written/oral communication skills, attention to detail, and time management.
- The ability to multi-task in a fast-paced environment, learns quickly on the job, and works collaboratively and meets deadlines.
- Ability to establish and maintain effective working relationships with associates, donors and other stakeholders.
- Valid Connecticut driver's license or ability to obtain upon employment.

**PHYSICAL DEMANDS**

- Ability to work a varied schedule, including occasional evenings and weekends, to attend meetings and events.