

NEW HAVEN FREE PUBLIC LIBRARY FOUNDATION

Director of Advancement

This position oversees the operations of the New Haven Free Public Library Foundation, the development and fund-raising arm of the New Haven Free Public Library system. Working in consultation with the Executive Director and Foundation Board of Directors, this position is responsible for setting and meeting fundraising targets, planning and executing development projects and campaigns, expanding giving capacity and building a culture of philanthropy within the library system.

Work spans all functional areas of development and advancement: individual and institutional giving, grant writing, data management and analysis, event planning, donor relations, board development and marketing / communications. A successful candidate will have a broad range of experience with fundraising and nonprofit administration; analytic and creative thinking and communication skills; a track record of success; and a passion for supporting the important work of public libraries.

Responsibilities include:

- Set fundraising strategy, annual calendar and budget, and develop an action plan to raise money in support of the New Haven Free Public Library's mission
- Manage the annual fundraising campaign: solicitation, donor recognition and acknowledgement, data maintenance and analysis, grant and proposal writing
- Plan one, annual large-scale fundraising gala and smaller gatherings, celebrations, and events throughout the year
- Conclude fundraising efforts for the Stetson Branch Library capital campaign: plan grand opening celebrations, facilitate ongoing donor stewardship, and manage campaign events, website, and social media
- Supervise all day-to-day Foundation operations with assistance from part-time bookkeeper
- Support the Board of Directors and prepare regular meetings
- Assist Executive Director and library staff with strategic priorities and projects

Qualifications

- BA or equivalent experience (required), advanced degree or relevant certifications preferred
- Demonstrated effectiveness in working with a nonprofit board
- Demonstrated success in developing and delivering donor revenue goals and fundraising benchmarks in a cost-effective way
- Demonstrated excellence in organizational, managerial, and communication skills
- Knowledge of Donor Perfect (or similar fundraising database), QuickBooks, website management and social media platforms preferred

Terms of Work and Benefits

This is a full-time salaried position (37.5 hours a week) open effective immediately. Salary range \$55,000-\$60,000 with paid time-off and telework options available. Medical benefits or insurance are the responsibility of the employee. Applications received by February 15, 2022 will receive priority review. Interested candidates should submit a cover letter, resume, and contact information for three references to John Jessen, Executive Director, NHFPL Foundation, 133 Elm Street, New Haven, CT 06510; jjessen@nhfpl.org; 203-946-8124

The mission of the New Haven Free Public Library is to foster lifelong learning, inspire curiosity, and build community through shared access to resources, experiences, and opportunities for all.