

WESTERLY LIBRARY AND WILCOX PARK
Development Manager

Department and Level of Authority

- Development, FT
- Reports directly to the Executive Director.

Position Description

The Development Manager works closely with the Executive Director, Board of Trustees, Incorporators, and other Administrative Staff to oversee and implement all aspects of the development plan and establishes a structure for effective fundraising. The Development Manager is responsible for managing the daily activities of all development programs including major gifts programs, donor relations, fundraising events, and other fund development activities. This position takes the lead in donor recruitment, cultivation, retention, stewardship, and appreciation as well as related training. They are responsible for the coordination of messaging and communications execution, including marketing, public relations, and social media related to development and fundraising efforts.

Key Responsibilities

The essential functions or duties listed below serve as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Develops and executes annual fundraising plan.
- Develops and implements comprehensive cultivation, solicitation, and stewardship strategies for prospects.
- Educates Executive Director, Development Committee, and Board of Trustees in strategies in development as direct solicitation.
- Develops and maintains ongoing relationships with major donors.
- Creates and executes a strategy for a large sustained database of annual donors.
- Creates a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization.
- Develops the goals and strategies for all fundraising campaigns.
- Arranges and attends meetings with donors and prospective donors to create and foster relationships.
- Creates a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization.
- Manages Annual Appeal.
- Develops, manages, and executes the strategic direction of key fundraisers under the advisement of the Development Committee.
- Oversees the coordination of fundraising efforts and events, including capital campaigns and major fundraising drives.
- Oversees data entry and gift processing in donor database and directs Development Assistant in maintenance.
- Researches and analyzes major gift prospects including foundations, corporations, businesses, and individuals.
- Supports gift/giving program community education presentations, researching and analyzing major gifts prospects, prospect meetings, and any related tasks.
- Explores and writes grant proposals.
- Maintains an up-to-date calendar of all outreach and grants planned and in progress.
- Develops, schedules, and tracks proposals and reports for all grants.
- Stays abreast of and recommends development ideas and strategies related to non-profit and/or public library fundraising.

- Advises Executive Director and Development Committee on prospect management issues, challenges, and opportunities.
- Receives support from Development Associate.
- Supervises at least one staff member.

Essential Skills

- Innovative, energetic, organized, and detail orientated
- Knowledge of best practices as they relate to development and fundraising.
- Familiar with a variety of the field's concepts, practices, and procedures.
- Be able to inspire staff, Trustees, and donors to think big and long term; the ability to focus them on key issues/initiatives that will benefit the organization in the long term.
- Excellent communication and interpersonal skills.
- Relies on extensive experience and judgment to plan and accomplish goals.

Minimum qualifications

- BA (required), MA (a plus)
- Minimum of four (4) years of successful fund-raising, including demonstrated effectiveness in prospect identification, solicitation and stewardship of individual donors for major gifts along with experience in communications, marketing and advertising
- Knowledge of major gift development practices and principles
- Successful track record in managing and closing major gifts with individuals, corporations and foundations
- Strong interpersonal, written and oral communication skills
- Demonstrated ability to manage multiple and competing demands and to establish priorities and meet deadlines
- Knowledge of and experience with Raisers' Edge or similar software.
- Knowledge of Microsoft Office, particularly Word and Excel
- Ability to cooperate as team member,
- Ability to learn and adapt to new procedures.
- Ability to instruct, schedule, and supervise volunteers.
- Knowledge of Westerly-Pawcatuck community (a huge plus)

Working requirements

- A wide degree of creativity and latitude is expected.
- Performs task with a high degree of independence.
- Observes, follows, and enforces Association policies and procedures.
- Has access to confidential and financial information.
- Work in an office setting, subject to quiet or moderate noise.
- Ability to sit and use computer workstation for extended periods of time.
- Valid Driver's License
- Position will be required to work nights and/or weekends.

Compensation

- Salary commensurate with experience
- Benefits include health, dental, life insurance, 403(b), paid vacation, sick, and personal days.
- 35 hours per week.