



**Boothbay Harbor Memorial Library**

4 Oak Street | Boothbay Harbor, ME | 04538 | 207-633-3112 | bbhlibrary.org

**Development & Marketing Coordinator (Part Time)**

Boothbay Harbor Memorial Library (BHML) is looking to fill a newly created position for a part-time Development & Marketing Coordinator with the possibility for future growth into a full-time position.

The ideal candidate is energetic and motivated to transform a small, but established fundraising program into a broader platform encompassing both traditional avenues as well as more innovative fundraising techniques. Candidate will be experienced in working with nonprofits; adept at identifying and soliciting potential donors and grantors; skilled in cultivating and stewarding donors; and practiced in planning special events and fundraising activities throughout the year in conjunction with BHML's fundraising committee.

**Minimum qualifications:** Bachelor's degree in marketing, communications, or related field, or equivalent in related work experience. Minimum of two years of professional-level development experience. Demonstrated ability to perform the duties of this position.

**Required:** Proficiency with GSuite, MS Office, and donor management software or similar online content management system. Attention to detail. Excellent interpersonal and communications skills. Adept at utilizing social media in a development/marketing capacity. Well-organized, efficient, reliable, team player.

**Preferred:** Experience working with libraries, nonprofits, or similar organizations. Graphic design skills are a plus.

**Hours & Compensation:** This is a year-round, 20 hour/week position, schedule to be determined upon hire. Retirement benefit option with employer contribution; plus annual health insurance stipend. Pay rate is \$18,000 - \$24,000/year commensurate with experience.

**How to Apply:**

Interested candidates should submit a cover letter, resume, and three references via email to [jobs@bbhlibrary.org](mailto:jobs@bbhlibrary.org). For a complete job description, please see <https://bbhlibrary.org/developmentcoordinator2022/>