Development Director

POSITION OVERVIEW
The Development Director manages and develops the library's nonprofit arm including: donation processing and acknowledgements, donor relations, grant seeking and expenditures, routine finances and licensing. The Development works closely with the Executive Director and the Board of Trustees to develop initiatives and maximize the library’s impact on our community by fostering a culture of philanthropy. The Development Director is a key contributor to the establishment of a positive and healthy organizational culture focused on the mission of the library.

(75%) Fundraising Management:
- Responsible for all aspects of Annual Campaign donor management, including donation processing and data entry in Bloomerang (donor management system), generating timely and accurate gift acknowledgements, and managing matching gift accounts.
- Documents and maintains development policies and procedures.
- Develops and implements policies and procedures for accepting and acknowledging Capital Campaign gifts and endowment gifts (distinct from the Annual Campaign).
- Identifies, cultivates, solicits, and stewards donors and prospects including individuals, corporations, and/or foundations, through visits and other forms of direct personal contact.
- Research and identify donation programs and opportunities available through local, state and federal programs.
- Manages grant application process and documentation.
- Produces relevant and informative fundraising literature, including annual appeals and newsletters in collaboration with Marketing & Communications staff.
- Develops and manages the sale of library “swag.”
- Participates on the Board of Trustees fundraising committee to establish fundraising objectives for the organization.
- Plans and executes fundraising initiatives that effectively communicate the purposes of the organization; participates in and promotes library sponsored events and activities.
- Work with and/or manage volunteers participating in Library fundraising events and initiatives.
(20%) Administration:
- Assists the Executive Director in human resources and personnel matters, including recruitment, onboarding, and selection.
- Performs routine financial tasks with the Executive Director (deposits, reports, reconciliation of online giving, etc.).
- Prepares information for monthly reports, annual budget meetings, town reports, state reports, etc.
- Renews and maintains all charitable and state licenses.
- Stays informed on best practices in nonprofit management.
- Perform other related duties as assigned.

(5%) Direct Public Service:
- Provide direct assistance to patrons regarding use of library materials, equipment, and services.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE
Bachelor’s Degree required. A minimum of three (3) years experience in business, management, nonprofit, or equivalent environment required.

The Development Director must possess excellent communication and financial skills; utilize a collaborative leadership style and be a reliable resource to library donors and sponsors; possess strong interpersonal skills; and be able to work both independently and cooperatively in a team-centered environment.

WORKING CONDITIONS
The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Development Director must be able to:
- Establish and maintain effective working relationships with the library Executive Director, Library Staff, Trustees, and Volunteers
- Positively interact with the public under varied conditions
- Maintain confidentiality in all patron and staff interactions
- Exercise tact, leadership, and independent judgment
- Have or obtain a valid Maine Driver’s License
- Work weekday, evening, and weekend hours
Physical requirements:
- Maintain focus under varied conditions including stressful, noisy and distracting conditions
- Exercise a full range of body motion to include standing, walking, talking, listening, stooping, kneeling, and reaching
- Lift up to 25 pounds, with some exposure of weights to 50 pounds
- Adjust focus to include close vision, distance vision, color vision, peripheral vision, and depth perception
- Use telephones, computers, printers, scanners, photocopiers, and other office and telecommunication equipment

STAFF RELATIONSHIPS
The Development Director is hired by and reports to the Executive Director and provides leadership in the absence of the Director. Staff liaison to the Board of Trustees fundraising committee.

HOURS & COMPENSATION
This is a full time, 35 hour/week, salaried position. $40,000-43,680/year, commensurate with experience. Benefits and other personnel policies are in compliance with Boothbay Harbor Memorial Library’s personnel policy, and include a healthcare stipend ($7,500/year), SEP IRA contribution (5% of annual salary), and paid time off.

HOW TO APPLY:
Interested candidates should submit a cover letter, resume, and three references via email to jobs@bbhlibrary.org. Applications accepted and reviewed on a rolling basis; open until filled.

3/15/23