



FOUNDATION

Director of Advancement New Haven Free Public Library Foundation New, Haven, Connecticut

The New Haven Free Public Library Foundation is seeking a self-directed, creative, and positive team player to oversee the development and fund-raising arm of the New Haven Free Public Library system. We are a 501(c)(3) organization governed by a volunteer-member Board of Directors. Working in consultation with the President of the Foundation's Board of Directors and the City Librarian, who serves as the Foundation's Executive Director, this position is responsible for setting and meeting fundraising targets, planning and executing development projects including grants 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.

Typical Duties and Responsibilities Include:

- In consultation with the Foundation Board president and the City Librarian, 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
- Work with the Foundation Board President and the Board to set strategic priorities and to achieve agreed upon revenue goals for projects
- Manage the annual fundraising campaign: solicitation, donor recognition and acknowledgement, data maintenance and analysis, grant, and proposal writing
- Develop and manage strategic communications, including social media, newsletters, and digital campaigns, to engage donors and raise visibility of the library's impact
- Prepare regular reports on the status of fundraising and grant activities
- Plan and coordinate an annual large-scale fundraising gala along with additional events, celebrations and gatherings throughout the year
- Supervise all day-to-day Foundation financial operations with assistance from the part-time bookkeeper and in consultation with the Foundation treasurer and president. This includes maintaining signed receipts and grant awards letters, large donations or gift documentation, assisting the bookkeeper and accountant with tax preparation, and collaborating with the treasurer to propose an annual budget

FOUNDATION BOARD

Mary Ellen Savage
President

Sean C. Koehler
Vice President

Thomas M. Haskell
Treasurer

Maria Bernhey
City Librarian and Director

Jennifer Coggins

Fran De Toro

Thomas Geoffino

Anne Kellett

Garrett Sheehan

Tina C. Weiner

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- Provide administrative and operational support the Foundation Board President, the Executive Committee, and the Board of Directors
- Supervise one part-time development assistant
- Respond to requests for information and work assignments particularly from the City Librarian and the Board President, with timeliness, professionalism and consistent follow-through
- In consultation with the Board President and the Executive Committee, develop the agenda for regular meetings of the Board. Prepare and distribute the packet of materials for distribution to Board members in advance of the meeting

Education, Qualifications & Experience

- 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 and understanding of public libraries and their role in the community
- Knowledge and proficiency with donor and financial management tools, including Donor Perfect (or similar fundraising database), QuickBooks, and website management systems
- Familiarity with technology platforms for communication and payments including Stripe or Square, social media platforms, and virtual collaboration tools such as Zoom

Terms of Work and Benefits:

This is a full-time salaried position, based on a 37.5-hour work week, typically Monday through Friday, with occasional evening or weekend hours required for meetings or fundraising events. This is a 12-month renewable contract. The primary work location will be at the Ives Main Library at 133 Elm Street, New Haven.

The expected salary range for this position is \$72,500 - \$77,500 per year, based on experience and qualifications. Vacation days are accrued during the employment year (15 days/year divided by 12 months = 1.25 days/month) and would be reimbursed as accrued when employment ends. Medical benefits or insurance are the responsibility of the employee.

Interested candidates should submit a cover letter, résumé, and contact information for three references to Maria Bernhey, City Librarian, at mbernhey@nhfpl.org and reference "Director of Advancement position" in the subject line of your email. Review of applications will begin on March 31st and continue until the position is filled.