

## Goodnow Library Foundation (GLF) Director of Development

The Goodnow Library Foundation is seeking a Director of Development. The job description is below. Interested applicants should submit a cover letter and resumé to the Foundation's email address ([goodnowlibraryfoundation@gmail.com](mailto:goodnowlibraryfoundation@gmail.com)) by Friday, January 31. Questions may be addressed to [goodnowlibraryfoundation@gmail.com](mailto:goodnowlibraryfoundation@gmail.com), or 978-440-5562.

### Job Description

The Director of Development is responsible for designing and leading the GLF's fundraising program and expanding opportunities for future revenue growth among Sudbury residents, friends of the GLF, corporate and foundation partnerships. The Director reports to and partners with the GLF Board of Directors, and collaborates with the Goodnow Library Director and Goodnow Library Trustees with the aim of building strong constituency relations and increasing the Annual Fund, major gifts and the endowment. Areas of oversight include all fundraising and marketing activities and community relations. *This is a part-time position, hours to be mutually determined.*

### Responsibilities:

#### 1. Board Communication (10% of time)

- Report to and maintain a highly collaborative working relationship with the Board in order to achieve the GLF's goals and objectives.
- Monitor and report on the progress of all development activities at Board meetings.
- Work with the Treasurer by providing data necessary to develop an annual budget.
- Works as a liaison among the Goodnow Library Board of Trustees, Friends, and other groups as necessary.

#### 2. Fundraising (75% of time)

- Work with the Foundation Fund for the Future Committee (FFF) to set and achieve goals for annual appeal, Leadership Circle/major gifts, endowment, and any capital campaigns for projects.
  - Research and coordinate major gift solicitations personally and/or by assigning a Board or FFF member to each ask as appropriate. Complete personal visits and solicitations on a weekly basis.
- Identify, cultivate, solicit, and steward appropriate individual, corporate, community and foundation prospects.
- Write appeal letters and other solicitation correspondence.
- Identify, cultivate and solicit donors to the Annual Fund with a focus on increasing the donor base and donor retention.
- Maintain accurate and up-to-date records relating to all fundraising activities.
- Oversee the Administrative Assistant to record, acknowledge and steward all donations using Little Green Light (LGL), to compose acknowledgement letters and other communications, and to track fundraising results using LGL.
- Develop and manage fundraising events.
  - Build and oversee volunteer committees to lead event planning.
  - Work with graphic designers to brand for the major events, ensuring that the brand is carried through all materials including save-the-date, invitation, and event programs.

#### 3. Marketing and Community Relations (15% of time)

- Develop and execute all of the communications, marketing and public relations strategies for the Foundation. Ensure consistency of messaging to maintain and build the Foundation's brand.
- Work with staff and volunteers to create all marketing collateral, press releases and social media to connect with the community and its schools.