

# Director of Development

## Goodnow Library Foundation (GLF)

Sudbury, MA  
March 20, 2024

The Goodnow Library Foundation supports the Goodnow Library in Sudbury, MA through fundraising, advocacy and community engagement. The Foundation raises funds for capital improvements, equipment, technology upgrades, programs, and services that enrich the lives of all community members. The Foundation is preparing to launch a major endowment campaign this year.

The Director of Development is responsible for designing and leading the GLF's fundraising program and expanding opportunities for future revenue growth among residents, friends of the GLF, and corporate and foundation partnerships. This part-time position will focus on identifying, cultivating, soliciting and stewarding donor relationships. The Director of Development reports to the Board of Directors and receives an annual review from the Board President.

### Essential responsibilities:

Identify, cultivate, solicit, and steward donors to the Annual Fund with a focus on increasing the donor base and the funds raised.

Identify, cultivate, solicit, and steward individual prospects for major endowment fund gifts, including corporate sponsors and community foundations. Complete personal visits and solicitations on a weekly basis. Research and coordinate the ask personally and/or by assigning a board member to each prospect as appropriate.

Collaborate with board members and other stakeholders on identifying and cultivating new donors through their personal and business connections.

In collaboration with the GLF Board, events committee volunteers, and Development Associate, plan and oversee one yearly major fundraising event and other small donor appreciation events.

Lead sponsorship and stewardship programs for fundraising events.

Develop and maintain a highly-collaborative working relationship with the GLF board, the Library Director, library staff, and Trustees in order to ensure cohesive messaging of the GLF's strategic goals and objectives.

Prepare and present regular reports to the board on progress towards fundraising goals.

Maintain on-going communication with board leadership and committee chairs between regular board meetings (five times yearly).

With the Development Associate, oversee Little Green Light donor database to track gifts, streamline communication, and review results of all fundraising efforts.

Write appeal letters and other solicitation correspondence, including thank you letters and other acknowledgement communications.

Identify new grant opportunities and write grant applications.

With the board, develop and implement a planned giving program.

Work with the Treasurer and Development Associate to ensure adherence to the annual budget and accurate financial reporting and compliance.

#### Communications:

Collaborate with the communications committee to create consistency of content and branding in newsletters, social media posts, press releases, marketing collateral, and event publicity.

With board leadership, assign chairs and oversee event committees for GLF fundraisers.

Represent the GLF at community events to build awareness and support.

Continually develop and maintain the GLF website to promote the GLF's work and activities.

#### Qualifications:

Bachelor's degree.

Demonstrated success in prospecting and securing gifts from individuals, corporations and foundations.

Excellent writing and verbal communication skills, including ability to develop relationships with library staff, board members, and community leaders.

Proficiency with fundraising databases, Constant Contact, Excel, and Google Workspace.

Understanding of non-profit fiscal management.

Attention to detail, organization, and time management.

Schedule and Compensation:

Part-time, approximately 20 hours per week, on average, with flexibility in the summer..

Some evening work and attendance at events required.

Salary range \$35,000 to \$40,000, commensurate with experience.

Hybrid work position.

Application Process:

Submit resume and cover letter to [info@goodnowlibraryfoundation.org](mailto:info@goodnowlibraryfoundation.org).

Please write Development Director and your name in the subject line