



Falmouth Memorial Library

Development Director Job Posting

Falmouth Memorial Library, in beautiful Falmouth, Maine, is seeking an enthusiastic, creative, and experienced full-time Development Director for our newly renovated library. This is an exciting opportunity to build upon the success of the Library's recent capital campaign to further engage the community and potential donors in securing a strong financial future. This is a new position, working closely with the Library Director, to lead an active all-volunteer Board of Trustees to create and implement a comprehensive fundraising strategy. The ideal candidate is a community connector & library ambassador, talented at relationship building, project management, and collaboration with key stakeholders.

The successful candidate will build upon the success of our existing Annual Fund campaign, individual cultivation and stewardship, and help to build out grants, fundraising events, and the fundraising database (Little Green Light) to increase giving to the Library to support its long-term fiscal health. As a 501(c)3 organization, Falmouth Memorial Library receives significant funding from the Town of Falmouth, but depends on growing funding from donations, grants, and fundraising events. The recent growth of our physical location has led to corresponding increases in overall operations budget and fundraising goals. We're looking for an enthusiastic, positive professional with a passion for libraries, eager to take our development program to the next level to secure our financial future.

The Development Director will coordinate with current programming staff for events, social media, and marketing campaigns to increase awareness of Library programs and services. They will report to the Library Director, and work closely with the Fundraising and Finance Committees of the Board of Trustees.

This exempt position is full-time, with pay at \$70,000 per year, and includes excellent benefits – 15 paid holidays, 12 sick days, vacation leave, 100% employer paid health insurance premiums for individuals, and retirement benefits via MEPEERS, as well as offering a 401(k) with up to a 4% employer match on employee contributions.

A full job description can be found on the Library website at falmouthmemoriallibrary.org. To apply, please send a resume and cover letter to jmayotte@falmouthmemoriallibrary.org, no phone calls please. Review of applications will begin June 1 and continue until the position is filled.



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Development Director Job Description

The Development Director is tasked with designing and implementing a comprehensive fundraising strategy for the Falmouth Memorial Library. As a 501(c)3 organization, Falmouth Memorial Library receives approximately 75% of its funding from the Town of Falmouth, and 25% from a combination of operations income, donations, grants, and fundraising event proceeds. The Development Director will work closely with the Library Director and Board of Trustees Fundraising Committee to streamline and improve existing fundraising plans, while developing new channels and opportunities for growth.

Essential Tasks

- Work with Library Director and Fundraising Committee to review existing development program, target areas for improvement, determine resources needed, and prioritize deployment of those resources.
- Work with Library Director and Fundraising Committee to collect and analyze data to set appropriate annual goals, and benchmarks for determining success.
- Direct the Annual Fund campaign with assistance from members of the Fundraising Committee.
- Coordinate and increase outreach to local businesses for donations and sponsorships for programming needs, including sponsorship of the annual Ugly Sweater 5K, held in conjunction with town-wide Very Merry holiday celebration.
- Coordinate and grow all fundraising events for the Library.
- Working with the Library Director, grow the individual gifts program, including identification, cultivation and solicitation of major donors.
- Design and implement a planned giving program.
- Research, prioritize, and develop proposals for grants. Manage deadlines, reporting, and record-keeping of grants received.
- Create marketing materials, social media content, and oversee website content for all development activities and campaigns.
- Maintain and improve record-keeping and data management for donations via donor database (Little Green Light). Oversee acknowledgements of gifts, grants, and in-kind donations.
- Administer multiple payment channels and platforms for soliciting and receiving donations, coordinate those connections to WordPress website and donor database.
- Collaborate effectively with professional library staff to promote the mission of the Library.
- Advocate for this essential community resource in public meetings and with external partner organizations and groups, representing the Library positively in the community at large.
- Perform other related duties as requested.

Requirements

- Minimum of 4 years working in a development office, management experience preferred
- Previous experience working with public libraries preferred
- Excellent written and verbal skills, effective public speaking in both small and large groups
- Experience using and maintaining donor management software
- High degree of individual initiative and follow through, able to work independently while also gathering feedback of key partners and stakeholders
- Proven track record of securing donations from foundations, corporations, individuals, or other funding sources