



# Mystic & Noank Library

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## **Director of Development Mystic Noank Library**

The Mystic & Noank Library seeks a self-directed, creative, responsible and positive team player with a commitment to ensure the financial well-being of our beloved and highly regarded Mystic Noank Library now celebrating its 125<sup>th</sup> Anniversary.

This position reports directly to the Executive Director and provides monthly development reporting to the Board of Trustees.

This is a weekly (35 hour) fundraising position with high visibility in the Mystic community. A high degree of flexibility is desired as work flow often fluctuates.

In addition to creating, implementing and meeting the Library's strategic objectives and development goals, the best candidate will be able to demonstrate knowledge and experience in the following areas:

### **Development (90% time)**

- Manage and grow our Annual Fund, fundraising efforts, planned giving and endowment programs and coordination of the calendar of donor communications.
- Identify grant opportunities and submit grant proposals. Prepare ongoing grant reporting.
- Cultivate, retain and communicate with existing and prospective donors and key stakeholders.
- Maintain donor database software, as well as process online gifts, Square reader, stock gifts and corporate matching gifts; reconciliation with Bookkeeper as necessary
- Manage Development Expense Budget
- Produce and present development activity reports for monthly Trustee and Staff meetings.
- Write Development section of the quarterly Bookends print newsletter
- Remain current on ideas and strategies related to non-profit/library fundraising
- Participate in regional outreach including participating in the Stonington Non-Profits, the Downtown Mystic Merchants, the Greater Mystic Chamber of Commerce, and other local events in the Groton and Stonington communities.

### **Marketing (10%)**

- Organize and attend library major events.

- Oversee and direct public profile of the Library development and marketing efforts through print and social media.

### **Essential Skills**

- Successful candidate must be a reliable, self-motivated team player with an engaging attitude and commitment to excellent customer service.
- Effective and professional writing and verbal abilities with strong interpersonal skills are essential. Ability to comfortably interact with Staff, Trustees, Friends, donors and community members a requirement.
- Discretion and tact when engaging with the Library's loyal and vocal advocates.

This position requires proficient communication and organizational skills, along with the ability to meet deadlines, multitask and manage changing priorities. Evening and weekend hours often required of staff for popular community events.

### **Experience**

Bachelor's Degree and minimum 5 years of experience in fundraising and/or grant writing preferably in a non-profit environment. Proficient in computer skills. Experience with social media platforms and web-design preferred. A familiarity with the greater Groton/Mystic/Stonington area is desirable. More critical is a willingness to learn quickly, jump in readily and commit to effectively administering the Library's development program.

Candidates please note that the Library has a resident pet cat named Mito which may cause a problem with extremely allergic individuals.

### **Salary & Benefits**

Salary based on experience with vacation, insurance contribution and 403(b) retirement plan with match component.

Please send resume with three references to [trustees@mysticnoanklibrary.org](mailto:trustees@mysticnoanklibrary.org) by June 1, 2018. No phone calls please.

**Mystic & Noank Library**  
**40 Library Street**  
**Mystic, CT 06355**  
**[www.mysticnoanklibrary.org](http://www.mysticnoanklibrary.org)**