

Director of Development
Concord Free Public Library Corporation
129 Main St., Concord, MA 01742
978-318-3356 (Development Office)

The Concord Free Public Library Corporation is a Massachusetts charitable corporation created by the Massachusetts Legislature in 1873 for the purpose of forming and maintaining a public library in Concord.

The Library Corporation is overseen by a nine member Board of Trustees that is responsible for ownership and maintenance of two historic Library buildings and their grounds. The Corporation is also responsible for a renowned and comprehensive archive of primary and secondary source material related to Concord's history, life, landscape, literature, people, and influence from 1635 to the present day, which document the Colonial, Revolutionary, and literary history of Concord.

The Library Corporation, an autonomous organization, works closely and cooperatively with the Town Manager, Library Director, town-appointed Library Committee, and an active citizens association known as the Friends of the Concord Library in what has been a productive partnership.

The Corporation has recently doubled its substantial endowment and each year has carried out an annual community-wide Annual Appeal. Two recent capital campaigns have effectively marshaled community resources to raise \$14 million for major building renovations.

The Corporation sees an opportunity for the new Director of Development to bring visionary strategic thinking, creativity and leadership to the organization's fundraising and public outreach strategies, supported by a Board with deep roots in this community. Continued success in fundraising for the Library will depend on the new Director of Development and the Trustees understanding and adapting to the challenges and opportunities of changing demographics and rapidly changing technology.

The Trustees are particularly interested in identifying candidates who demonstrate an ability to develop robust and productive relationships with the Library's outstanding staff and the community of Concord and beyond.

Director of Development

The Director of Development is responsible for planning and implementing a comprehensive development and public relations program for the Concord Free Public Library.

Responsibilities:

- Reports to the Board of Trustees, attends Trustees' monthly evening meetings, and works with designated Trustees on fundraising and public outreach programs
- Works cooperatively with the Library Director and the Town-hired professional library staff
- Works cooperatively with other historic, cultural, literary organizations in Concord
- Works a flexible 20-30 hours per week. Some evening and weekend responsibilities.

- Proposes, designs and coordinates fund raising activities, including events, the Corporation's Annual Appeal, periodic capital campaigns, and state, federal, and foundation grants
- Strategically cultivates a portfolio of donors. Recommends improvements to current approaches to identify major donors, encourage planned giving, increased participation, etc.
- Designs and coordinates marketing and public outreach materials for the Corporation
- Develops effective written appeals, acknowledgements, and stewardship reports
- Oversees one part time staff member (Development Assistant) and works cooperatively with part time bookkeeper.
- Plans and executes periodic special events, including dinners and receptions
- Manages gift acceptance, acknowledgement, and data entry for all gifts
- Manages the data base and reporting of fundraising, and maintains annual metrics that demonstrate trends in fund raising and public relation programs and activities

Qualifications

- BA required
- Interest in libraries and literacy
- Relevant computer skills
- Relevant experience in fundraising, working with non-profit organizations, or other
- Engaging, positive person with exceptional people skills. Demonstrated ability to develop positive, productive relationships within the library and in the community.
- Possessing integrity, sound judgment, and an ability to work confidentially in all matters
- Excellent writing and public speaking skills
- Highly organized, able to manage competing priorities and meet deadlines
- Strong attention to detail
- Demonstrated ability to be proactive, self directed, self-initiating, and hard working
- Flexible, team player, collaborative
- Knowledge of or residency in Concord desirable, but not essential

Please send cover letter and resume to: development@concordlibrary.org. Position will remain posted until filled. Applications will be reviewed on a rolling basis.