



Job Title: **Director of Development and Community Engagement**
Location: Zionsville Branch (ZB)
Department: Administration
Reports to: Executive Director
Supervises: N/A
FLSA Status: Exempt
Pay Grade: 10

OVERVIEW:

The Hussey-Mayfield Memorial Public Library (HMMPL) has a long history of providing innovative, life-enriching services to the growing communities of Zionsville and Whitestown, Indiana. Our staff embraces cutting-edge technologies, develops modern amenities, and offers personalized, up-to-date services. We promote collaborations and foster knowledge and entertainment throughout the community.

We are an Equal Opportunity Employer.

JOB SUMMARY:

We are seeking our first-ever Director of Development and Community Engagement. This person will work with HMMPL's Administration and Marketing Teams to create and coordinate community engagement opportunities that increase awareness of and engagement with the Library, create community partnerships and develop and cultivate a donor database.

This individual will also guide development activities and equip our Fundraising Committee, Board of Trustees, and staff with necessary tools for development efforts while also creating an infrastructure for long-term sustainability of fundraising activities. The successful candidate must possess the ability to see the big picture and think strategically about the library's opportunity for growth and involvement in the community.

This is a one-year, grant-funded position with the possibility of renewal for an additional year.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Development:

- Develop strategies to meet fundraising goals.
- In coordination with the Executive Director and Fundraising Committee, regularly meet with key donors, sponsors, families, and funders to enhance engagement and relationships.
- Manage and track donor meetings during capital campaigns and other fundraising efforts.
- Ensure timely and appropriate acknowledgment of all contributions; draft timely and strategic correspondence to advance relationships with donors and sponsors; coordinate stewardship plans

- Create office systems to support fundraising projects in coordination with the Executive Director and finance staff.
- Develop and manage a donor database and oversee gift record keeping. Ensures donors are kept up to date about activities and events.
- Manage all digital fundraising and fundraising events platforms in coordination with the Director of Operations.
- Work with the Marketing Director to develop a public relations plan, including advertising and publications to promote fundraising activities.
- Write grant applications and proposals, monitor grant process, and coordinate fundraising efforts for new and renewable grants.
- Search for grant opportunities including research, proposal writing, and reporting requirements, to share with other departments and staff.
- Attend meetings of the Board of Trustees and Fundraising Committee.
- Work with Support capital campaign consultants on major fundraising projects.

Community Engagement:

- Identify, initiate, grow, and maintain relationships with local area organizations, businesses, and stakeholders.
- Develop and sustain a library-wide program of embedded librarianship in community organizations to understand civic needs and identify engagement opportunities that align with the mission, strategic plan, programs, and services of HMMPL.
- Design and facilitate partnerships aligned with Library goals in collaboration with other organizations.
- Make public appearances and accept speaking engagements to share information about the library with the community.
- Manage engagement experiences including but not limited to creating and delivering community events, engaging volunteers, and helping create a year-round strategic engagement plan.
- Serve as the Volunteer Coordinator and promote and execute volunteer, advocacy and engagement opportunities that contribute to the advancement of HMMPL's mission and goals.
- Share information about the community's aspirations and needs with colleagues within the library and among community partners.
- Demonstrate passion for and commitment to the library mission, and ability to articulate that passion and commitment to a variety of audiences including donors, community leaders, volunteers, staff, and the public.

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. There may be other duties as assigned.

EDUCATION, WORK EXPERIENCE REQUIREMENTS & PREFERENCES:

- Preferred: Bachelor's Degree in an associated field, including philanthropic studies, communication, project or nonprofit management, marketing/brand development, community organizing or similar.
- Preferred: CFRE, CFRM, CFRL, CDFR or related coursework
- Required: Valid Indiana Driver's License or the ability to attain one within 6 months of hire
- Required: Excellent written and verbal communication skills
- Preferred: Minimum of 5 years of progressively responsible non-profit development or community engagement experience
- Preferred: Experience working in a public library

PHYSICAL DEMANDS:

- **Frequently:** Reading, writing, standing, walking, and sitting
- **Occasionally:** pushing, pulling, and driving
- **Rarely:** Bending and lifting

The job candidate must be able to perform each essential function satisfactorily, either with or without a reasonable accommodation.