

## Development Coordinator

**Mystic & Noank Library (MNL), Mystic, CT**

**Position Type:** Contractual or PT **Schedule:** Up to 28 hours/week, flexible with WFH option

**Compensation:** commensurate with experience

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### Have you ever thought about working for the Mystic & Noank Library?

#### About Us:

The **Mystic & Noank Library** is a vibrant community resource dedicated to inspiring learning, fostering connections, and serving as a community hub. To realize our vision for the future, we are seeking an innovative and collaborative **Development Coordinator** with an established background in coordinating nonprofit donation to lead and strengthen our fundraising efforts to attract the resources needed to achieve our vision for the future.

We would like to talk to you if you are an organized, people-oriented professional with strong communication skills and a passion for community engagement. **Prior development experience is required**—we value enthusiasm, adaptability, and the ability to connect authentically with donors and community members.

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#### Job Summary:

The Development Coordinator will work closely with the **Library Director, Assistant Director, Board of Trustees**, and the **Executive Committee** to design, execute, and oversee fundraising strategies. This role will also attend monthly meetings of our Board's fundraising committee to stay abreast of our volunteer-led fundraising events. The immediate focus will be on launching a coordinated comprehensive campaign strategically designed to complement our annual appeal efforts in support of ongoing library operations, our endowment, and our new Library Park project.

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#### Key Responsibilities:

- **Donor Strategy & Cultivation**
  - Collaborate with leadership, to include Director, Assistant Director, Board of Trustees and Executive Committee and to create and execute donor cultivation, solicitation, and stewardship strategies.
  - Research and engage potential leadership donors to expand our donor base focusing on leadership gifts and planned giving for the library
  - Serve as point of contact and support for the volunteer Fundraising Committee with MNL staff that support various aspects of fundraising events.

- **Fundraising & Development Programs**

- Organize and manage a comprehensive fundraising calendar, including:
  - Annual appeals
  - Donor newsletters
  - Social media outreach and email campaigns
  - Legacy giving and crowdfunding initiatives
  - Supporting fundraising events as appropriate

- **Community & Donor Engagement**

- Build and nurture relationships with current and potential individual donors, businesses, and foundations.
- Plan and coordinate donor cultivation and recognition events.
- Collaborate with staff to promote fundraising campaigns through effective communications to promote fundraising activities
- Demonstrate passion for and commitment to the library mission and the ability to articulate that passion and commitment to a variety of audiences.

- **Administrative & Communications Support**

- Maintain organized records of development activities, donor engagement, and event outcomes. Work with MNL's Administrative Assistant who manages MNL's donor database (currently Network for Good).
- Assist with the creation of print, digital, and social media materials to support fundraising efforts. Work with MNL's Marketing & PR Lead on messaging and promotion.
- Work with MNL's Development consultant to develop and maintain the library's Development Calendar.

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**Qualifications:**

- **Education:** Bachelor's degree preferred.
- **Experience:** Previous experience in strategic fundraising and donor relationship management is highly desirable. Candidates with strong interpersonal and relationship skills, a passion for community-building and an authentic passion for the library are also encouraged to apply.

- **Skills & Competencies:**

- Strong relationship-building and communication skills (verbal and written)
- Exceptional organizational abilities with an eye for detail
- Proficiency in Microsoft Office Suite, Google Drive and database management tools
- Adaptability, problem-solving skills, and the ability to manage multiple priorities
- Familiarity with design tools is a plus
- Ability to organize and prioritize multiple projects

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### **Why Join Us?**

At MNL, you'll enjoy a flexible, professional role where creativity and initiative are valued. Whether you're experienced in development or seeking a growth opportunity, this position will allow you to make a tangible impact on our library's future and its important role within the community.

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### **To Apply:**

Send a cover letter and resume to [cbradley@mysticnoanklibrary.org](mailto:cbradley@mysticnoanklibrary.org). Applications are open until filled.

**Be a part of a team that shapes the future of the Mystic & Noank Library. Let's connect, grow, and make a difference together!**