**Development Coordinator**

**Mystic & Noank Library (MNL), Mystic, CT**  
**Position Type:** Contractual | **Schedule:** Up to 28 hours/week, flexible with WFH option  
**Compensation:** commensurate with experience

**Job Summary:**

The **Development Coordinator** will work closely with the **Library Director**, **Assistant Director,** **Marketing Lead,** and **Administrative Assistant**, as well as the **Board of Trustees**, and the **Development Committee** to design, execute, and oversee fundraising strategies. The immediate focus will be on launching a coordinated campaign to support ongoing library operations, our endowment and our new Library Park project.

**Key Responsibilities:**

* **Donor Strategy & Cultivation**
  + Collaborate with leadership, to include Director, Board of Trustees and Development Committee 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 for the library.
  + Serve as point of contact and support for the volunteer Development Committee.
* **Fundraising & Development Programs**
  + Organize and manage a comprehensive fundraising calendar, including:
    - Annual appeals
    - Donor newsletters
    - Fundraising events
    - Social media outreach and email campaigns
    - Legacy giving and crowdfunding initiatives
* **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.
  + Assist with the creation of print, digital, and social media materials to support fundraising efforts.

**Qualifications:**

* **Education:** Associate’s or bachelor’s degree preferred.
* **Experience:** Previous experience in fundraising, relationship management, or program coordination 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)
  + Goal-oriented and comfortable with deliverables and deadlines
  + 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-such as **Canva** or **Adobe Creative Suite** is a plus
  + Ability to organize and prioritize multiple projects

**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.

**To Apply:**  
Send a cover letter and resume to **cbradley@mysticnoanklibrary.org**. Applications are open until filled.