



GREENWICH LIBRARY

Position Specification – Director of Development

THE ORGANIZATION

“A great community deserves a great library, but the notion of a great library is rapidly changing in the 21st century.” Greenwich Library is seeking a Director of Development to serve as the key fundraiser for the institution. For 200 years, Greenwich Library has served as the intellectual and cultural hub of its community. The Library, one of the busiest in New England, serves the 62,000 residents of the Town of Greenwich through its Main library and two branch libraries, the Byram Shubert Library and the Cos Cob Library.

With a staff of 91 FTEs, a collection of nearly 400,000 items and an annual budget of over \$10 million from public and private sources, the Library provides a remarkable array of resources, materials, and programs to the Town and surrounding communities. The Library circulates 1.2 million items and hosts 575,000 visitors annually and is recognized as a five-star Library by *Library Journal*. The Library’s signature special event is the biennial Peterson Business Award Dinner which honors an outstanding area business leader. Since 1997, the dinner has been held in even numbered years, with the next scheduled dinner on March 5, 2020.

Greenwich Library is seven months into a sixteen month project to transform the existing space of the Main Library to meet the evolving interests and needs of the community. These changes offer an exciting opportunity for the right candidate to capitalize on the enhancements and momentum of the project – and the local enthusiasm it has garnered – and to reach out to prospective donors in new and creative ways. The new spaces will offer exciting new opportunities to bring signature events with inspiring speakers and performers from many fields of interest.

The Friends of the Greenwich Library also organizes and, in collaboration with Library staff, provides many programs and volunteers for other projects, including Friday Films, the Cole Concerts, art shows at the Flinn Gallery, and outreach programs to local schools and community organizations. The Cos Cob Branch Library and the Byram Shubert Branch Library also have very active Friends volunteer groups.

THE POSITION – RESPONSIBILITIES

The Director of Development reports to the President of the Board of Trustees and works closely with the Board’s Development Committee, the Director of the Library, the Friends, and Library staff and volunteers, and participates in Board committees. The Director of Development supervises the Development Associate and the Manager of Accounting.

The Director of Development’s key priorities will include donor identification, cultivation, and stewardship; expansion of the annual appeal; planning the biennial Peterson Dinner; collaboration on signature Library events; major gift and legacy gift solicitations; and grants.

The Director of Development will:

- Work with the Board of Trustees Development Committee to establish and execute a comprehensive development plan that will meet the annual and long-term fund raising goals that support Greenwich Library's strategic plan.
- Lead and direct key initiatives to include: increased identification and cultivation of individual donors with particular focus on redefining and increasing the annual fund and developing major gifts; ongoing efforts to identify and expand corporate and foundation donors, grants and sponsorships; and expansion of on-line fund raising and planned giving programs.
- Play a key role in maximizing the potential of the biennial Peterson Business Award Dinner and other special events and activities.
- Manage and coordinate the Board's involvement in fundraising activities and provide marketing and communications support to the Board and its committees including developing monthly solicitor reports.
- Work closely and collaboratively with the Library's Public Relations Officer and other staff members to enhance the Library's public image and positioning, foster positive internal and external relations, and play an active role as a spokesperson and representative of the Library.
- Manage and oversee the formation and maintenance of necessary development reports and records for the monthly Board meetings; help prepare and manage the department's financial reports and budget; monitor budget and control expenditures.
- Contribute to the overall growth of the endowment, develop donor revenue goals in a very competitive marketplace, and recommend strategies and deliver against fundraising goals in a cost-effective manner.
- Work closely with the Board of Trustees and library staff to create and endow new signature events.

EXPERIENCE

The successful candidate should have a minimum of seven to ten years of increasingly responsible leadership positions in fund raising, a minimum of three years supervising a team, and a solid understanding of the nonprofit sector. An undergraduate degree is required and an advanced degree would be highly desirable.

This executive will have had a career in development and in the implementation of an annual appeal, major gifts campaigns, corporate sponsorships and planned giving initiatives. Knowledge of how to effectively market and communicate the mission and values of Greenwich Library, both internally and externally, as well as knowledge and experience in prospect tracking, Raiser's Edge software, stewardship, and financial reporting procedures, and all aspects of revenue development programs are desired.

PERSONAL ATTRIBUTES

This executive will serve as a face of Greenwich Library to the external community and should have the ability to engage effectively with the public at large. A true ambassador for the Library, this executive will have outstanding people skills and ideally an understanding of the community.

The ideal candidate is a well-grounded, articulate, and focused leader who demonstrates the ability to organize many constituencies towards a common goal. This requires initiative, a strategic mindset, the ability to build long-term relationships and good will, sound business and organizational skills, and excellent written and verbal communications skills. This individual will have a sense of integrity and a confidence combined with a spirited hands-on work ethic, positive outlook and sense of humor.

The successful candidate will also be collaborative and be able to work seamlessly with the administration and staff of the Library who do not have direct reporting relationships, He/she must also be a detail-oriented self-starter who is able to function without direct daily supervision and be able to seek consent and engagement of Library patrons and Trustees as needed.

COMPENSATION

The successful candidate will be offered a competitive compensation and benefits package.

We are only considering applications that are submitted via email. No telephone calls, please.

All resumes should be sent to GreenwichLibrarySearch@gmail.com

Please name your documents as follows:
LAST NAME – COVER LETTER and LAST NAME – RESUME

Visit Greenwich Library's website at www.GreenwichLibrary.org