

## **Job Advertisement: Kent Memorial Library Part-Time Development Officer**

Kent Memorial Library in Kent, CT seeks a part time Development Officer. This independent contractor position will be responsible for implementing a significant Capital Campaign for an addition to the Library building. Position is for 18-24 months, 20 hours per week.

### **Qualifications:**

- Bachelor's Degree
- Three years of experience as a Development professional, direct experience with Capital Campaigns a plus.
- Experience in cultivating major donors and soliciting major gifts
- Outstanding organizational skills and high level of accuracy
- High level of computer literacy including online databases, Microsoft Office Suite. Skills with publishing and/or design software a plus
- Excellent interpersonal, analytical and organizational skills, capable of working with Board Members, staff members, volunteers and donor/prospects
- Superior written and verbal communication skills

See full job description on our website, [www.kentmemoriallibrary.org](http://www.kentmemoriallibrary.org)

Please submit a cover letter, resume and three references to Sarah Marshall, Library Director.

[smarshall@biblio.org](mailto:smarshall@biblio.org)

Kent Memorial Library  
PO Box 127  
Kent, CT 06757

Salary dependent upon qualifications and experience, \$21,000-26,000.