



Director of Development – Job Posting – Feb 26, 2026

Pequot Library, Southport, Connecticut

About Pequot Library

Pequot Library is a vibrant cultural and intellectual center dedicated to inspiring lifelong learning, preserving literary heritage, and building community. Through dynamic programming, beloved community events, and exhibitions that highlight its Special Collections, the library serves as a cornerstone of Fairfield County and beyond.

We are seeking a strategic, energetic, and relationship-driven Director of Development to lead and grow a comprehensive fundraising program that sustains and advances our mission.

Position Summary

Reporting to the Executive Director and serving as a member of the Senior Management Team, the Director of Development provides strategic leadership and hands-on management for all fundraising, donor engagement, and development operations.

This is a highly visible leadership role responsible for cultivating major donors, securing sponsorships and grants, overseeing signature fundraising events, managing board development activities, and ensuring excellence in stewardship and donor communications.

The Director supervises a Development Associate and collaborates across departments to align fundraising efforts with organizational goals.

Key Responsibilities

Fundraising Strategy & Leadership

- Develop and execute comprehensive fundraising strategies to meet annual and long-term revenue goals. Including special events, corporate sponsorship, grants and major gifts.

- Partner with the Executive Director and Board of Trustees on donor cultivation, solicitation, and stewardship.
- Lead and support the Development Committee.
- Serve as a public ambassador for the library within the community.

Major Gifts & Annual Fund

- Identify, cultivate, and solicit individual major donors, foundations, corporations, and sponsors.
- Oversee all annual fund campaigns, including two Annual Appeals and Library Giving Day.
- Manage recurring donors and donor segmentation strategies.
- Ensure timely acknowledgements, recognition, and donor communications.
- Oversee production of the Annual Report, including donor listings and profiles.

Restricted & Campaign Giving

- Secure underwriting and funding for exhibitions, programs, and special initiatives.
- Manage restricted funds in collaboration with Finance to ensure compliance and appropriate stewardship.
- Play a key leadership role in capital or special campaigns.

Signature Events & Sponsorships

- Oversee planning and execution of a robust annual events calendar, including major community fundraisers.
- Secure and steward corporate sponsorships.
- Manage event budgets, ticketing, auctions, raffles, and revenue tracking.
- Recruit and manage event volunteers in partnership with the staff.

Board & Volunteer Engagement

- Serve as primary staff liaison to the Development Committee.
- Prepare board reports and giving analyses.
- Support board engagement in fundraising and stewardship.
- Recruit, manage, and recognize volunteers across fundraising initiatives.
- Oversee volunteer appreciation and recognition programs.

Planned Giving

- Manage and grow the 1889 Society (planned giving program).
- Steward legacy donors and maintain bequest documentation.
- Plan donor appreciation events for legacy supporters.

Operations & Systems

- Oversee donor database management (Raiser's Edge).
- Ensure accurate gift entry, reporting, reconciliation, and tracking.
- Maintain compliance-related registrations and nonprofit documentation.
- Support select administrative functions in partnership with senior leadership.

Qualifications

- 5–10+ years of progressive fundraising experience, preferably in a nonprofit cultural, educational, or community-based organization.
- Demonstrated success in major gifts, annual fund campaigns, and event fundraising.
- Experience working with boards and development committees.
- Strong leadership and supervisory skills.
- Exceptional written and verbal communication abilities.
- Proficiency with donor database systems (Raiser’s Edge preferred).
- Strategic thinker with strong organizational and project management skills.
- Comfortable serving as a public representative of the organization.
- Bachelor’s degree required; advanced degree or CFRE a plus.

Personal Attributes

- Relationship-builder with high emotional intelligence.
- Entrepreneurial and proactive.
- Detail-oriented with strong follow-through.
- Collaborative team player.
- Passion for libraries, literacy, arts, and community engagement.

Compensation & Benefits

Salary Range: \$75,000–\$85,000, commensurate with experience. A discretionary bonus may be available based on performance and organizational results. Pequot Library offers a comprehensive benefits package.

To Apply

Please submit a resume and cover letter outlining your interest and qualifications to jobs@pequotlibrary.org.

Pequot Library is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.