Job Title: Development Officer

Immediate Supervisor: Executive Director

FLSA Status: Salary, Non-Exempt

Position Summary:
Under the general supervision of the Executive Director, the Development Officer designs and implements a comprehensive development plan to support the Library’s ongoing operating, and endowment capital fund needs. Secures gifts through a fundraising strategy that includes individual, corporate and foundation giving, sponsorship requests for special events, and planned giving.

As a member of the Library's leadership team, this position works closely with the Executive Director, Fiscal Officer and the Board’s Philanthropy Committee to develop, implement, manage and evaluate development strategies and goals in support of Hudson Library and Historical Society. The Development Officer builds and maintains key relationships with individuals, families, foundations, corporate and community leaders and library colleagues.

Principal Responsibilities:
- Collaborates with the Executive Director and Fiscal Officer to create, implement and manage a comprehensive development plan, including a calendar of events, goals and strategies for annual giving and major giving campaigns.

- Actively develops and manages a portfolio of prospects, including research, personal engagement and cultivation, solicitation, closing of gifts, and donor stewardship.

- Works with Executive Director and Fiscal Officer to develop the annual development budget, monitors the budget and requests expenditures.

- Designs and implements a donor relations plan to acknowledge, recognize and steward donors; establishes metrics to evaluate donor relation activities against measurable objectives.

- Maintains an up-to-date donor database.
• In collaboration with the Executive Director and Fiscal Officer develops and oversees special fundraising events.

• Works with Administration on all related marketing, communication and event materials.

• Perform other related duties as assigned.

**Required Experience, Skills, Knowledge and Abilities:**

• Working knowledge of development best practices, trends in libraries and development, and fundraising tools and technology, including donor management software.

• Demonstrated record of success in securing major gifts, successfully managing campaigns, engaging and motivating community support, building and maintaining strong relationships. Experience in securing individual gifts of $20,000.

• Excellent interpersonal and organization skills (written and presentation skills), and a strong attention to detail in order to effectively articulate the library's vision and goals to prospective donors and strategic partners.

• Ability to work collaboratively to gain consensus and commitment for ideas, plans and institutional goals

**Education and Experience:**

• 5-7 years professional non-profit experience.