



Position Specification – Development Associate

The mission of Greenwich Library is to provide exceptional resources, programs and services that promote the joy of lifelong learning and discovery, and to offer a welcoming place for people to gather and share experiences. With 2,000 programs and events per year, the Library seeks to serve as the cultural and intellectual crossroads of the community.

The Development Associate at Greenwich Library is a key member of the Trustee’s Office staff, and supports, organizes, and coordinates donor and trustee related activities. Reporting to the Director of Development, the Development Coordinator plays a critical role in ensuring the Library’s donors and trustees have a high-quality experience. He/she should be passionate about the Library’s mission.

Responsibilities:

- Maintain all aspects of donor database including daily processing of gifts and acknowledgments, creation of donor tags and attributes, running reports and updating constituent records as needed
- Maintain meticulous documentation for backup and donation information for the library's annual audit and other information as needed
- Work in concert with the Development Director to execute all donor events, both in the library and at other venues
- Support Development Director in creation of fundraising materials such as brochures and marketing materials
- Work with the Development Director to prepare and finalize mailing lists for annual appeals, donor and fundraising events, and activities, and work with vendors on print projects.
- Coordinate with the Accounting Manager to track and reconcile donations

Basic Job Qualifications, Knowledge, Skills & Abilities:

- Bachelor’s degree required.
- Minimum of 1–3 years' work experience within a nonprofit fundraising/development environment.
- High level of discretion and ethical approach to data management.
- Proven ability to interact with diverse constituents within the organization and the community.
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.

- Proficient written and verbal communication skills.
- Experience with CRM database management program (Raiser's Edge a plus), Microsoft Office Suite, Adobe Suite, Canva, online fundraising platforms and other computer skills as required or ability and willingness to learn.
- Willingness to occasionally work evenings and weekends.
- Ability to work effectively as a member of a team.

Compensation:

Salary range is \$48,000 - \$52,000 with a Benefits Package (including Health Insurance and Paid Time Off)

To Apply:

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

All resumes should be sent to Lisa Mandel, Director of Development, at lmandel@greenwichlibrary.org

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

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