**Cary Memorial Library Foundation**

**Position Title:** Development Director

**Position Status:** Regular, part time (20 hours/week); flexible schedule, some night meetings

**Location:** Cary Memorial Library, 1874 Massachusetts Avenue, Lexington, MA

**Starting Salary:** $22/hour

GENERAL PURPOSE

Manages all aspects of the fundraising program. The Development Director will oversee the day-to-day operations of collection, develop programs for expanding the donor base, conduct fundraising campaigns, and assist in stewardship and cultivation events.

SUPERVISION RECEIVED

Reports to the Foundation president and to any other party designated by the Foundation president.

JOB DUTIES AND RESPONSIBILITIES

* Maintain the Foundation infrastructure including data entry for gift administration and acknowledgement, data analysis and report generation and donor pledge collections;
* Work with the Board to develop a fundraising strategy and achieve established fundraising goals;
* Draft appeal and acknowledgment letters;
* Support and/or manage activities around fundraising including annual appeal, phonathons, major gifts, planned gifts and donor events;
* Prepare audit or financial review materials with the Treasurer and perform light bookkeeping;
* Work closely with volunteer Board of Directors, Library administration, and donors.

QUALIFICATIONS

***Experience and Training Guidelines***

* Prior experience working for and knowledge of non-profit fundraising activities
* College degree highly preferred
* Strong computer and data management skills including mastery of social networking, web and accounting software
* Organizational skills and ability to juggle many activities

***Ability to:***

* Communicate effectively, both orally and in writing
* Cultivate and maintain good relationships with the Foundation Board, Library Staff, volunteers, and donors
* Research and learn how to improve the Foundation’s fundraising activities including outreach to Lexington’s corporate community

TOOLS AND EQUIPMENT USED

Computer Equipment and Peripherals, job related software (including donor management software, word processing, spreadsheet and database applications), electronic communications, audiovisual equipment, calculator, photocopies, fax machine, telephone, credit card machine and postage machine.

PHYSICAL DEMANDS

*The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

While performing the duties of the job, the employee is required to walk, sit, talk or hear. The employee may be required to stand for up to four (4) consecutive hours. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with arms and hands. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus using print materials as well as with PC monitors.

WORK ENVIRONMENT

*The work environment characteristics described here are representative of those that the employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

Work is primarily performed in a quiet work environment with frequent interruptions. The employee is often subjected to the demands of other individuals and the volume and/or rapidity with which tasks must be accomplished.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**The Cary Memorial Library Foundation, Inc.** is a tax-exempt, nonprofit, 501( c )(3) charitable organization, tax ID number 04-3462996, responsible for raising funds for Cary Memorial Library in Lexington, Massachusetts. The Foundation’s mission is to raise funds for the Library’s capital, annual, and endowment needs, today and for the future. The Foundation works in partnership wth Library staff, Friends of Cary Memorial Library, and the Library’s Board of Trustees.

Send Resume to: President, Cary Memorial Library Foundation

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[CMLFoundation@gmail.com](mailto:CMLFoundation@gmail.com)