

CHIEF DEVELOPMENT OFFICER

The Westport Library is poised for an exciting transformation that will take the organization into the 21st century and beyond. Dramatic in its redesign, the new space will be unparalleled in its ability to adapt and shift with the ever-changing needs of the community. We are seeking an individual who can partner with the Executive Director and his team to help build the library of the future.

The Chief Development Officer is responsible for establishing the strategic direction and advancing the finances and mission for the Westport Library. Serving as the top advisor to the Executive Director and working closely with the senior management team and Development Committee of the Board of Trustees, s/he can thrive in a thought leadership role in one of the nation's top public libraries.

The position requires extensive experience and proven success with all aspects of fund development, including: donor identification, cultivation and stewardship; annual giving programs; capital and major gift solicitation; legacy giving; and grants. Demonstrated excellent analytical, interpersonal, communication (verbal and written), influencing, framing, and leadership skills are key. Success depends on the ability to build rapport and credibility with multiple internal and external stakeholders, as well the ability to clearly articulate the Library's mission to all.

PRIMARY RESPONSIBILITIES:

1. Develop and implement near-term and long-range plans related to the capital campaign and managing the transition from campaign mode.
2. Develop, review, and provide periodic reports on the development strategy, ensuring strategic objectives align with donor and Library interests.
3. Works with the Executive Director and gets involved in other governance duties, such as financial planning.
4. Engage and build the participation of the Executive Director and Board members in the donor cultivation, solicitation and stewardship processes.
5. Recommend and manage departmental staffing, organization and technical support.
6. Act as principal donor strategist particularly in the design and execution of new development opportunities focusing on high net-worth individuals and funding partners.
7. Cultivate long-term, collaborative, strategic relationships with select individuals, foundations, and corporations, and develop a broader base of prospective donors.
8. Lead the development and implementation of donor recognition/stewardship programs.

9. Launch and maintain a robust planned giving program.
10. Direct Marketing and Communications staff and vendors to create outreach and cultivation opportunities and develop donor-centric collateral.
11. Review, assess and report on effectiveness of current and new donor programs and recommend strategies for streamlining, improving, adding or eliminating certain efforts.
12. Manage fundraising events in conjunction with staff and external vendors.

EDUCATION AND EXPERIENCE

- Bachelor's Degree or higher.
- 10 or more years of relevant development management experience.
- 5 years of experience managing/supervising a team.

SKILLS AND ABILITIES

- Vision, diplomacy, imagination and a strong sense of community purpose.
- A sleeves rolled up entrepreneurial and creative mindset that can develop novel ways of generating financial support.
- The deft touch and relationship skills necessary to translate the various versions the value story in a consistent and compelling way that connects with a broad stripe of both current and new audiences.
- A love and respect of books, authors and the written word.
- The marketing savvy to help steer the communication efforts.
- Excellent written and verbal communication skills.
- Strong project management and problem-solving skills.
- Strong organizational skills with keen attention to detail and ability to multi-task to meet multiple deadlines.
- Ability to motivate and engage staff at all levels of the development program.
- Knowledge of complete fundraising cycle and ability to function in all phases. Must have experience developing a variety of fundraising strategies.
- Basic knowledge of income/expense accounting.
- Technological proficiency in the Microsoft Office Suite; familiarity with Access.
- Experience with Raiser's Edge fundraising/data management software.
- Strong customer-service orientation.
- Ability to travel locally, regionally.

Please send resume and cover letter to info@ahlberrien.com