



STOCKBRIDGE LIBRARY ASSOCIATION
Development Associate

The Stockbridge Library Association has been serving the Town of Stockbridge since it was founded in 1862. Its mission is to be a vibrant center of community life in Stockbridge. The Library, along with its Museum & Archives, serves the needs of the residents of Stockbridge and the surrounding area by supporting lifelong learning, strengthening community, and preserving the historical record of the town.

The Stockbridge Library Association is a private non-profit organization, receiving a large portion of its annual operating budget from the Town and raising the rest through private contributions.

General Statement of Duties

The Development Associate is a new position created to help fulfill the institution's organizational vision and fundraising priorities. The successful candidate must be able to generate, facilitate, and manage all aspects of a comprehensive development program. This includes the dedicated focus required to most effectively identify, cultivate, engage, and steward Library donors and grow the development program. She/he has primary responsibility for planning and preparing all development-related activities and materials, including annual fund drives, endowment campaigns, special projects, planned giving, and other related activities. She/he is also expected to oversee the receipt, recording, and acknowledgment of all donations to the Library. The Development Associate must demonstrate a commitment to the mission and growth of the Library as well as to the highest standards of the development profession. The job is a part-time position.

Primary Responsibilities

1. Manage a comprehensive development plan that successfully identifies, cultivates, solicits, and stewards the Library's prospects and donors. The plan must enhance and expand current fundraising efforts.
2. Research, identify, and evaluate individual prospects and businesses as potential donors.
3. Coordinate and implement fundraising events, including the Family Fun 5K and the annual appeal, among others.
4. Design, develop, and distribute all campaign-related literature, brochures, and other materials for annual appeal.
5. Collaborate with members of the Board of Trustees and the Library Director in all relationship-building and fundraising activities including those with individuals, foundations, corporations, community organizations, and the Town of Stockbridge.
6. Work in partnership with the Development Committee of the Board in planning and growing fundraising initiatives. Provide leadership in planning innovative and creative approaches to such efforts, including special events that enhance the Library's image in the community.

Additional Goals

1. Design and implement a business sponsorship program. Strengthen existing relationships and expand the number of corporate donors.
2. Strengthen existing relationships with, and expand the number of, foundation funders. Open doors for increasing grant revenue. Write prospective grants in conjunction with Library staff, as appropriate.
3. Work with the Board of Trustees and Library Director to develop planned giving program.
4. Maintain the highest professional integrity and adherence to the fundraising code of ethics.

The Ideal Candidate

The ideal candidate will have the following professional background and personal characteristics:

Professional requirements

- Bachelor's degree with a minimum of three years related experience
- Proven ability to develop a comprehensive fundraising plan and strategy plus demonstrated success in execution
- Demonstrated successful experience with major gift bequests, fundraising event planning, cultivating new donors, and more
- Demonstrated capability to develop plans/projects and bring them to fruition
- Experience in developing and sustaining meaningful relationships with donors, board, staff, and volunteers
- Exemplary writing, communication, and relationship-building skills
- Experience working with donor fundraising software (the Library uses GiftWorks)
- Knowledge of Microsoft Office
- Experience with foundations a plus
- Familiarity with the Berkshires a plus

Work Style and Personal Attributes

- Clear, articulate, creative thinker with ability to communicate with many constituencies
- Familiarity with the non-profit sector
- Flexible and reliable, skilled at troubleshooting and problem solving
- Ability to manage and prioritize multiple tasks without compromising quality
- Ability to work well independently and as a member of a team
- Detail oriented and highly organized

Hours and Compensation

15-20 hours per week, hourly rate commensurate with experience.

How to Apply

Please submit a cover letter, resume, and three references to:

Katherine O'Neil, Director
Stockbridge Library Association
PO Box 119
Stockbridge, MA 01262
Or via email to koneil@cwmars.org