



## JOIN ON OUR TEAM!

Full-Time: Manager of Donor Engagement

Salary: \$42,000- \$50,000 depending on experience. Excellent benefits including paid vacation and holiday time, health care, dental, life, disability and a 403 b Plan. Plus. Benefit of working in a positive, inclusive, intellectually innovative and exciting workplace.

OPEN UNTIL FILLED.

We encourage applicants who plan to graduate in June 2022. We can be flexible with hours for the first few months, and/or start-date.

The Oliver Wolcott Library is the principal public library for the Town of Litchfield, Connecticut and is the heart of our community. It is the intellectual center of the town. OWL serves patrons of every age offering a wide variety of materials, services and program events.

The Library is well-loved by the community and has high community engagement and support. We embrace new ideas, technologies, and innovations. **This is positive, supportive, inclusive workplace.**

OWL is ranked first for adult circulation for libraries of its size in Connecticut, and four in the state of Connecticut for total adult circulation per capita.

The library receives slightly under 50% of its funding from the Town. The remaining 50% is raised each year through private donations. OWL's mission is to provide facilities, materials, services and programs that foster lifelong learning and a welcoming environment for community interaction, enhanced by staff dedicated to this vision and possessed of compassion, a cooperative spirit and strong communication and interpersonal skills.

## ABOUT THE POSITION

The Manager of Donor Engagement works to create an overall strategy and communication plan for achieving the library's fundraising income goals including identifying and evaluating opportunities and overcoming obstacles.

Position responsibilities include:

- Leading the total donor experience, including managing the creative development and outreach for annual campaigns, new donor outreach, planned giving and donor acknowledgement. Analyzing and reporting on campaigns in a timely fashion, and providing actionable recommendations based on results.
- Creation and management of compelling donor content across all donor platforms, including print and digital.

- Leading complex fundraising events, including leading and supporting an extensive volunteer network and managing marketing and publicity for events.

The ideal candidate will have:

- A college degree with 2-4 years of experience in or demonstrated knowledge of fundraising or events management field or communications/marketing.
- Knowledge of and passion for Community-Centric Fundraising principles.
- Strong knowledge basic computer programs, Excel, google documents, and social media platforms. Experience with Publisher, Constant Contact, and Canva a plus.
- Exceptional communication skills, including experience in writing creative copy and crafting elegant donor messaging.
- Ability to work positively and productively with a variety of stakeholders from donors to colleagues to vendors.
- Have a record of setting and meeting goals and deadlines, and managing multiple, simultaneous tasks while staying calm under pressure.
- Meticulous detail orientation and a resilient, flexible attitude.

To Apply:

Send a resume and letter of interest to [awhite@owlibrary.org](mailto:awhite@owlibrary.org)