

Job Title	Development Manager - Temporary	
Reports to	Interim Executive Director	\$30/Hr

Job Purpose

The Development Manager implements all aspects of the Library's fundraising and development strategies and works with the Executive Director to ensure that the Library meets its annual and long-range development goals.

This is accomplished by planning, organizing and carrying out all Library fundraising efforts, including donor relations, annual giving, fundraising events, grant writing, planned giving, etc.

Qualifications

Avid support for the Library's mission. Excitement and energy for fundraising and the initiative to identify and implement new fundraising opportunities. Ability to build community support and promote the Library with diplomacy and finesse. Excellent written and verbal communication skills. Ability to think creatively and solve complex problems. Experience with donor database management, marketing, graphic design and/or social networking skills preferred. Bachelor's degree in related field and relevant experience required.

All Library staff must remain professional, fair and respectful in all of their interactions at the Library. Mission focus, a collaborative nature and strong technology skills are also crucial at the KHL. All Library employees must follow Library policies, including strictly adhering to patron privacy and confidentiality.

Duties and Responsibilities

- Establishes and maintains strong relationships with potential and current donors.
- Encourages and solicits new and continuing gifts to the annual fund, special campaigns, reserved funds, and endowment.
- Plans and implements all current and future Library fundraising initiatives and events.
- Initiates and completes regular donor solicitation mailings. Acknowledges all donors and donations.
- Manages all aspects of the donor database from data entry and donation tracking to reporting and updating.
- Promotes fundraising efforts effectively to general and target audiences through use of the Library's communication platforms.
- Researches, prepares, and manages public and private grant opportunities.
- Develops and encourages planned giving initiatives.
- Strives to continually improve the Library's fundraising initiatives.

- Cultivates volunteer support for fundraising events.
- Prepares reports for Library administrators, as required.
- Attends Board or Board committee meetings, as requested.
- Performs other duties, as requested by Library Administrators.

Temporary Development Manager – **Benefits Summary**

Schedule: This is a 30-hour per week position, primarily to be completed at the library, with some flexibility for remote work. This position requires occasional evening and weekend hours. The anticipated dates for this position are December 2, 2026-April 2, 2027.

Library staff are expected to read weekly staff email updates and attend monthly staff meetings (first Wednesday of the month at 9:00).

Pay rate: \$30/hr. Staff are paid bi-weekly on Thursdays.

This is a temporary position and not part of the collective bargaining unit.

Benefits available:

- **Retirement:** KHL contributes 5.5% of pay, after earning \$600, to a SEP-IRA

About the Library: The Kellogg-Hubbard Library is a 501c3 nonprofit that serves as the public library for six towns in central Vermont. We have operated continuously as a library since 1895. We have the highest circulation of any library in the state and offer hundreds of programs annually. Our historic building serves as the community's second living room, and recent and upcoming facility improvements ensure that it serves the needs of our community. Our staff is the heart of our organization, and we work together to create a culture of growth, excellence, and joy! Our dedicated staff of 12 (plus lots of amazing Substitutes, Pages, and Volunteers!) oversees a collection of 70,000 physical items, annual circulation of nearly 400,000, and an annual budget of \$1.3 million.