



Position Title: Development and Communications Manager

Organization: Duluth Library Foundation

Location: Hybrid - Duluth, MN

Reports to: Executive Director

Job Type: Full-Time

About Us: The Duluth Library Foundation is a nonprofit organization dedicated to enhancing the services and resources of the Duluth Public Library. We work to champion the library and increase its capacity to serve the region through fundraising, advocacy, community engagement, and events.

Position Overview: The Development and Communications Manager will play a critical role in advancing the mission of the Duluth Library Foundation. This position is responsible for overseeing the Foundation's annual fundraising efforts, planning and executing events, implementing comprehensive communications and marketing strategies, and supporting community engagement with key partners.

Key Responsibilities:

1. Fundraising and Development:

- Develop and execute annual fundraising plans to meet revenue goals.
- Cultivate and manage relationships with annual donors and event sponsors including developing and implementing donor stewardship plans to enhance donor retention and engagement.
- Work with the Executive Director on prospect research and identify other potential funding sources and opportunities.
- Work with the Executive Director to prepare grant proposals and reports.
- Maintain accurate donor records and databases.

2. Event Planning and Execution:

- Plan, coordinate, and execute fundraising and community events, including galas, donor appreciation events, community fundraising events, and programs.
- Manage event budgets, logistics, and vendor relationships.
- Work with volunteers and staff to ensure successful event execution.

3. Communications and Marketing:

- Develop and implement a comprehensive communications strategy to enhance the Foundation's visibility and engagement.
- Create and distribute marketing materials, including newsletters, press releases, social media content, and annual reports.
- Maintain and update the Foundation's website and social media platforms.

4. Community Engagement:

- Build and maintain relationships with key community partners, including the Duluth Public Library, local businesses, and other nonprofits.
 - Represent the Foundation at community events and meetings.
 - Coordinate volunteer activities and manage volunteer relations.
- 5. Office Administration:**
- Provide administrative support to the Executive Director and Board of Directors as directed.
 - Support colleagues with donation processing, donor communications, and other duties as necessary

Qualifications:

- Bachelor's degree in nonprofit management, communications, marketing, or a related field or equivalent experience.
- Minimum of 3-5 years of experience in fundraising, event planning, communications, or a related area.
- Proven success in developing and implementing fundraising and/or marketing strategies.
- Excellent written and verbal communication skills.
- Strong organizational and project management abilities.
- Proficiency in Microsoft Office Suite and donor management software (e.g., DonorPerfect, Salesforce, Bloomerang).
- Ability to work independently and as part of a team.
- Passion for libraries and community engagement.

Compensation:

- Salary range: \$45,000 - \$60,000.

Application Process: Interested candidates should submit a resume and cover letter to erin@duluthlibraryfoundation.org. The Foundation will begin reviewing applications on November 4, 2024.

Candidates are welcome to also provide sample portfolios of past work.

The Duluth Library Foundation is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.