



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

## Development Officer

The Hudson Library and Historical Society, a 5-Star Library, is seeking a Development Officer to implement a comprehensive development plan, maintain a donor database, and oversee fundraising events.

### Principal Responsibilities:

- Collaborates with the Executive Director and Fiscal Officer to create, implement and manage a comprehensive development plan, including a calendar of events, goals and strategies for annual giving and major giving campaigns.
- Actively develops and manages a portfolio of prospects
- Works with Executive Director and Fiscal Officer to develop the annual development budget, monitors the budget and requests expenditures.
- Designs and implements a donor relations plan; establishes metrics to evaluate donor relation activities against measurable objectives.
- Maintains an up-to-date donor database.
- In collaboration with the Executive Director and Fiscal Officer develops and oversees special fundraising events.
- Works with Administration on all related marketing, communication and event materials.

### Required Experience, Skills, Knowledge and Abilities:

- Working knowledge of development best practices, trends in libraries and development, and fundraising tools and technology, including donor management software.
- Demonstrated record of success in securing major gifts, successfully managing campaigns, engaging and motivating community support, building and maintaining strong relationships. Experience in securing individual gifts of \$20,000.
- Excellent interpersonal and organization skills (written and presentation skills), and a strong attention to detail in order to effectively articulate the library's vision and goals to prospective donors and strategic partners.
- Ability to work collaboratively to gain consensus and commitment for ideas, plans and institutional goals

### Education and Experience:

- 5-7 years professional non-profit experience.



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### Salary and Benefits:

This is a full-time (30 hrs/week) position with a starting salary of \$35,000 and full benefits.

### Closing Date:

Resumes will be accepted until the position is filled.

### Instructions for Applying:

Please submit a letter of interest, resume and three professional references to:

E. Leslie Polott, Executive Director  
Hudson Library & Historical Society  
96 Library Street  
Hudson, OH 44236  
[leslie.polott@hudson.lib.oh.us](mailto:leslie.polott@hudson.lib.oh.us)

No phone calls please.