

EC Scranton Memorial Library
Development Director

The EC Scranton Memorial Library is seeking a Development Director to join our exceptional library team. You'll work one mile away from the beach in the heart of beautiful Madison, CT, with dedicated and caring staff, Board members, and patrons. Flexible schedule with some hybrid work possible. The Scranton Library is a public association library organized as an independent 501(c)(3) nonprofit but recognized by the State of CT as the Principal Public Library for the Town of Madison. We receive approximately 65% of our \$2.2 million annual operating budget from the Town and must fundraise the remaining amount annually.

The successful candidate will be a goal-oriented fundraising champion with a donor stewardship mindset, the highest professional ethics, and a commitment to the mission of the Scranton Library. The Development Director will help secure the financial resources needed to provide exceptional programs and resources that our patrons expect, maintain our historic buildings, support staff and operations, and commit to meeting the evolving needs of our community. The ideal candidate will play a vital role in managing and growing our annual appeal and development efforts, with a focus on identifying and cultivating donors; securing major gifts, foundation support, and planned giving; and building the Library's endowment. They will foster relationships and communicate with current and prospective donors and key stakeholders, as well as continue to grow our planned giving group, The Leadership Alliance. The candidate will also support fundraising efforts by the Board of Trustees and Scranton Library Friends.

This position reports directly to the Library Director and coordinates with the Development Assistant, the Library Board of Trustees, and its Development Committee. They will attend monthly Library Board meetings and report key development successes and strategies.

Qualifications:

- Care and investment in libraries and community engagement.
- Bachelor's degree.
- Certified Fundraising Executive (CFRE) status is helpful.
- Minimum of 5+ years' experience in development. We are happy to consider candidates who have comparable experience and skills.
- Proven track record of succeeding in obtaining individual gifts, major donations, foundation gifts, and planned giving.
- Excellent oral, written, and interpersonal skills.
- Exceptional organizational skills, with the ability to prioritize and manage multiple tasks while maintaining outstanding work quality.
- First-rate computer skills, specifically with Microsoft Word, Excel, and Google Workspace.
- Experience with Neon CRM is a plus.
- Highest professional integrity and adherence to the library, fundraising, and AFP's Code of Ethical Standards.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Duties require moving throughout the building to access collections, attend meetings, and operate office equipment.
- Duties require the ability to express and exchange ideas by means of the spoken word and to perceive the nature of sounds at normal speaking levels, with or without correction.
- Duties require close visual acuity for extensive reading and viewing a computer terminal.
- Duties require extended periods of standing, walking, and sitting.

Hours:

24-28 hours/week
Some remote work optional.

Benefits and compensation:

- Salary range is \$40,000 - \$50,000, depending on experience.
- 13 paid holidays, plus paid time off on an accrual basis.
- Eligibility for 401K, subject to plan terms.
- Eligibility for supplemental insurance through Colonial Life or Aflac.

Reports to: Library Director

Employment status: Part-time

To apply: Send a meaningful cover letter, resume, and contact information for three references to scrantonhr@scrantonlibrary.org by **October 3, 2025**.

Disclaimer: Nothing in this job description restricts the Scranton Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the Scranton Library's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

The Scranton Library is an equal opportunity employer and does not discriminate based on age, race, color, creed, marital status, national origin, sexual orientation, disability, or other protected status under state and federal laws.

Employment with E. C. Scranton Memorial Library is contingent upon a successful background check.