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**POSITION:** DEVELOPMENT SPECIALIST

**DATE AVAILABLE:** IMMEDIATELY

**CLASSIFICATION RANGE:** 4

**SALARY RANGE:** $56,948.00 - $70,018.00

The Ferguson Library in Stamford is looking for a detail-oriented development professional to support the fundraising activities of the library’s Director of Development & Communication.

The Development Specialist position is a full-time, in-person position that is responsible for the overall management of the library’s Raiser’s Edge constituent database, recording and acknowledging gifts, conducting prospect research and supporting donor events. The ability to build relationships, communicate clearly and effectively and help manage multiple projects is essential.

The Ferguson Library is striving to be an anti-racist and equitable organization. Our staff are people with different strengths, experiences and backgrounds, who share a passion for improving people’s lives through education, resources and services. Diversity not only includes race and gender expression but also age, disability status, veteran status, sexual orientation, religious beliefs and many other parts of one’s identity. We are deliberate and self-reflective about the kind of culture and workplace we aspire to create.

**Major Responsibilities**

* Manage the Raiser’s Edge database by entering pledges, donations and donor contacts; maintain accurate information for donors and prospects; extract data and run fundraising reports; conduct wealth screening and prospect research to identify new priority prospects; and all other tasks related to Raiser’s Edge.
* Support the production of mailings such as appeals, special event invitations and stewardship-related mailings. Create and mail acknowledgements, pledge reminders, and other donor stewardship touches.
* Generate donor lists, mailing lists, fundraising updates and customized reports as needed.
* Coordinate event logistics, including maintaining gala invitation list, researching prospective sponsors, managing guest list, and other tasks as assigned by the Director of Development.
* Assist with creation of digital content to support fundraising activities.
* Serve as liaison between the Development Office and the Business Office and generate quarterly reconciliation reports for audit.
* Coordinate regular donor reporting between the Foundation, Friends, and Board of Trustees.

**Qualifications**

* Bachelor's degree from an accredited institution and at least two years of fundraising experience.
* Fluency with Raiser’s Edge and database management a must.
* Proficiency in Microsoft Office applications and Google suite.
* Experience with email marketing a plus.
* Excellent interpersonal communication skills, including superior writing, editing and grammatical skills.
* Sharp attention to detail and ability to quickly learn new applications and platforms.
* Outstanding time and project management skills with the ability to multi-task and prioritize competing demands.
* Willingness to work occasional nights and weekends in support of donor events.
* Discretion at all times.

If interested in being considered for this position, please submit a resume and cover letter by email to apply@fergusonlibrary.org.