

Position Title:**Fundraising & Development Manager****Department:**

Administration

Reports To:

Executive Director

FLSA Status:

Non-Exempt

Work Schedule:Approximately **35 hours per week**, including occasional evenings and weekends for events**Compensation:****\$22–\$26 per hour**, commensurate with experience

Position Summary

The Forest Hill Library seeks an experienced and thoughtful Development Manager to support the Library's fundraising efforts during a period of strategic growth. This part-time role offers a unique chance to build / shape a development program that will support the Library's strong community presence, high-quality services, and long-term sustainability.

Working closely with Library leadership and the Friends of Forest Hill Library volunteer group, the Fundraising & Development Manager will guide fundraising strategy, cultivate relationships with donors and funders, and strengthen connections with community partners. This position is well suited to a seasoned development professional who enjoys meaningful work, values relationship-based fundraising, and is motivated by the opportunity to help a respected community institution make a lasting local impact.

We are also open to structuring this role as a consulting engagement for the right candidate. Applicants interested in a consulting relationship are encouraged to apply.

Essential Duties and Responsibilities**Fundraising Strategy & Annual Giving (Approximately 50%)**

- Develop and execute 1–2 annual fundraising appeals (including physical / digital mail and social media) each year to engage the community, build a donor pipeline, and grow individual giving
- Manage a portfolio of approximately 25 current and prospective donors, focusing on thoughtful cultivation, stewardship, and relationship-based fundraising
- Establish and maintain effective fundraising processes that support accurate tracking, reporting, and donor engagement
- Maintain donor records and fundraising data in the Library's donor management system or CRM

Grant Writing (Approximately 25%)

- Identify and pursue foundation, corporate, and public grant opportunities aligned with the Library’s mission and strategic priorities
- Write and submit compelling grant proposals and manage grant reporting and stewardship
- Track grant requirements, deadlines, and outcomes to ensure compliance and strong funder relationships

Events & Donor Engagement (Approximately 10%)

- Provide planning and logistical support for 1-2 annual fundraising and stewardship events
- Assist with donor invitations, registrations, guest lists, and follow-up communications
- Support on-site event execution as needed
- Track event participation and outcomes to inform ongoing donor engagement strategies

Additional Development Responsibilities (Approximately 10%)

- Support and coach library leadership and the Friends of Forest Hill Library volunteer group as they expand their participation in the development process
- Track fundraising activities, outcomes, and metrics; prepare regular reports and updates
- Perform other development-related duties in support of the Library’s mission

Required Qualifications

- Bachelor’s degree or equivalent professional experience
- Minimum 3-5 years of professional fundraising and/or grant development experience
- Demonstrated success with annual fund campaigns, major gift fundraising, and grant writing
- Strong written and verbal communication skills
- Excellent organizational skills with attention to detail and deadlines
- Ability to work independently while collaborating effectively with leadership and stakeholders

Preferred Qualifications

- Experience working with public libraries, library districts, or public sector organizations
- Knowledge of Texas-based foundations, grants, and fundraising regulations
- Experience with donor management systems, CRM tools, or grant tracking software
- Familiarity with library governance, boards, or voter-supported funding models

Core Competencies

- Strategic thinking and initiative
 - Relationship-building and community engagement
 - Grant writing and proposal development
 - Professional judgment and discretion
 - Commitment to the mission and values of public libraries
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Physical & Work Environment

- Primarily office-based with occasional off-site meetings and events
- Ability to attend evening or weekend events as needed
- Ability to lift up to 25 pounds for event materials

Equal Opportunity Statement

The Forest Hill Library District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status.