

Development & Communications Manager

Montclair Public Library Foundation | Full-Time | In Person | \$65,000-\$75,000

About MPLF

The Montclair Public Library Foundation (MPLF) provides **support, advocacy, and education for a strong public library in Montclair, NJ**. Since 2002, we have partnered with the Montclair Public Library to expand access to outstanding programs, collections, technology, and community resources.

MPLF is a small, dynamic organization at an exciting moment of growth. In addition to a robust annual fundraising program, we are supporting a **major capital campaign to help create the future of the Montclair Public Library**, while continuing to grow grants, sponsorships, and signature programs.

The Opportunity

MPLF seeks a **Development & Communications Manager** to play a key role in advancing our fundraising, donor engagement, and communications efforts.

Working closely with the Executive Director and in collaboration with Foundation leadership, Library staff, Board members, volunteers, donors, and community partners, this position will help grow philanthropic support through **grant writing, annual giving, sponsorships, donor stewardship, events, and communications**.

We are looking for a **strategic thinker and strong doer** who is an excellent writer, highly organized, proactive, collaborative, and energized by the opportunity to make a tangible difference in a small, mission-driven organization.

Key Responsibilities

Grants & Institutional Giving

- **Lead the bulk of the Foundation's grant writing**, including letters of inquiry, proposals, budgets, and reports, in consultation with Foundation leadership and Library staff.
- Manage the full grant cycle, from prospect research and application development through reporting and stewardship.
- Research and identify new foundation and institutional funding opportunities.
- Work with Foundation and Library staff to identify funding priorities, develop compelling project narratives, establish budgets, and document outcomes and impact.
- Maintain the grant calendar and ensure all submissions and reports are accurate and timely.

Development & Donor Engagement

- Support annual and seasonal campaigns, including the **Annual Appeal and National Library Week**.
- Support the Foundation's **capital campaign**, including donor communications, campaign materials, events, prospect information, and other campaign activities.
- Manage the **Open Book / Open Mind Underwriters Program**, including solicitation, stewardship, recognition, and benefit fulfillment.
- Identify and steward corporate and community sponsors for programs including the **Little Read and Summer Reading**.
- Support fundraising events, including the biennial **Lit Gala**.

Communications & Marketing

- Help tell the story of MPLF's impact and the importance of philanthropic support for the Library.
- Draft e-blasts, appeals, event promotions, newsletters, and other outreach materials.
- Assist with social media, website updates, and digital content.
- Partner with the Library's marketing team on the Foundation's **Annual Report** and other communications.

Development Operations

- Maintain accurate donor records in **Humanitru**; process gifts, pledges, sponsorships, and acknowledgments.
- Produce fundraising reports, prospect lists, and mailing lists
- Maintain organized donor, grant, and organizational records and ensure applicable registrations and compliance requirements are current.
- Provide logistical support for Foundation meetings, events, and activities.
- Handle confidential donor and organizational information with discretion.

Because MPLF is a small organization, the successful candidate will be comfortable **taking ownership, solving problems, and moving seamlessly between strategic projects and day-to-day development work.**

Qualifications

- **3+ years of experience** in nonprofit development, fundraising, communications, grant writing, or a related field.
- Demonstrated **professional grant-writing experience**, including successful proposal development and reporting.
- Excellent writing, editing, and verbal communication skills.
- Exceptional attention to detail and strong organizational and project-management skills.
- Ability to manage multiple deadlines, work independently, take initiative, and collaborate effectively.
- Experience with donor databases or fundraising software; **Humanitru experience a plus.**
- Proficiency with Microsoft Office and/or Google Workspace.

- Familiarity with Mailchimp, social media, WordPress, Canva, or similar tools is a plus.
- Interest in libraries, education, literacy, culture, and/or public service strongly preferred.

Why Join MPLF?

This is an opportunity to join a **mission-driven organization at a pivotal moment** and have a direct impact on the future of the Montclair Public Library. You will work closely with Foundation leadership, an engaged Board, Library colleagues, donors, and community partners while taking ownership of meaningful fundraising and communications initiatives.

Salary: \$65,000-\$75,000, commensurate with experience and qualifications.

Schedule: Full-time, 40 hours per week. Primarily in person in Montclair, NJ, with some flexibility as appropriate. Occasional evening and weekend hours required.

Benefits: In accordance with Foundation policy.

To Apply

Please email a **resume and cover letter** to:

Mary Packer, Executive Director
Montclair Public Library Foundation
mary@montclairplf.org

Please tell us **why the mission of public libraries and MPLF resonates with you and what you would bring to this role.**

Applications will be reviewed on a rolling basis until the position is filled.

For more information, visit **montclairplf.org**.

No phone calls, please.