The Cotuit Library, an independent, 501(C)(3) non-profit library, seeks an innovative and detail-oriented individual with the ability to communicate effectively in print and digital media and strong conceptual and organizational skills to serve as Development and Marketing Coordinator. The ideal candidate will be prepared to develop enterprising strategies for increasing the Library's fundraising ability and boost the visibility of its programs and services within the community through multiple marketing platforms while managing an accurate and up-to-date donor database.

Statement of Duties:
The Development and Marketing Coordinator coordinates and integrates the fundraising, public relations and marketing functions of the Library. The Coordinator is responsible for the design and maintenance of the Library's website, e-newsletter and social media posts, develops both digital and direct mail marketing strategies to increase the Library's donor base, works with the Board of Trustees' Fundraising Committee and Director to organize, promote and actively participate in Library fundraising events, maintains the online Flipcause donor database and performs other related administrative tasks. In coordination with the Adult and Youth Services Librarians and the Director, the incumbent creates and markets Library programs and services to enhance the Library's usage, visibility and stature in the community through digital and traditional PR outlets. The Coordinator also assists in securing funding opportunities to support these services through grants and sponsorships. This position reports to the Library Director.

For full job description, please visit https://www.cotuitlibrary.org.

Qualifications
Bachelor's Degree in communications, marketing or related allied field is highly preferred, but an equivalent combination of education and experience will be considered.

Requirements include proficiency in video editing software (iMovie, Final Cut Pro), office productivity and desktop publishing software (Microsoft Excel, Word and Publisher, Constant Contact, Canva, etc.) and social media platforms, as well as strong oral and written communication skills and the ability to think creatively, coordinate diverse information and work independently.

Understanding of fundraising databases and platforms (such as Flipcause) and experience in donor stewardship preferred.

Full/Part Time
Full Time; schedule will include evening and weekend hours.

Salary
$19/hour, 30-40 hours per week; benefits package with subsidized health insurance through the Town of Barnstable and Paid Time Off.

How to Apply
Appointment to this position is contingent on satisfactory results of a CORI and SORI background check. Please email resumes to Library Director Antonia Stephens at astephens@clamsnet.org.