



Campaign Director

Haverhill Public Library

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Melanie O'Keefe

SENIOR CONSULTANT

Development Guild DDI

mokeefe@developmentguild.com

developmentguild.com

BOSTON | NEW YORK

Haverhill Public Library seeks an entrepreneurial Campaign Director to build and implement a capital campaign in partnership with Library Trustees.

About the Haverhill Public Library

The Haverhill Public Library represents the best in public-private partnerships. In 1873, a local philanthropist, E.J.M. Hale, donated land and half the money necessary to build the library, while the people of Haverhill donated the other half. To make it a shared, three-party agreement, a board assumed responsibility for the facilities, with the City of Haverhill committing to provide staff and building maintenance. The original library building opened on November 18, 1875. In 1969 and again in 1997, major library construction projects were made possible with public and private funds.

Today, the Library serves as a focal point of the Haverhill community, committed to providing a range of services and programs from the traditional to the cutting edge, always innovating in ways that best serve diverse patrons and their needs. The Library offers essential services for Greater Haverhill with current attendance topping 150,000 visitors, more than 300,000 circulating items, and 32,615 cardholders in a city of 67,000. The building was open to the public 3,249 hours last year, making it the most accessible resource in the city.

More description about the Library can be found here: <https://haverhillpl.org/about-the-library/>, and more timely information can be found on the Library's [Facebook](#) and [Instagram](#) pages.



About Philanthropy at Haverhill Public Library

Due to the nature of the agreement between the City and Hale, the Trustees are responsible for actively raising funds for Library books, materials, and infrastructure. The Library is governed by a seven-member self-perpetuating Board of Trustees. The City is responsible for funding the maintenance of library facilities and staff salaries, and the Trustees are responsible for ensuring that the City fulfills its obligations, as well as providing an annual appropriation of funds for the purchase of library materials and other services. Since the Library's inception, a priority of the Board of Trustees has been the development of a Library Endowment, the interest from which is used to purchase materials and to supplement the City of Haverhill's budget for the Library. The Library's current endowment is now approximately \$12M.

Founded in 1956, the Friends of the Haverhill Public Library has as its mission to raise funds for the library. The Friends carry out their mission through the Gift Shop established in 1989, as well as through the sponsoring of book sales to further support the Library, including an online sale that began in 2010.

The Library's Upcoming Capital Campaign

Looking ahead, the Library is eager to embark on a capital campaign for much needed renovations. With an unprecedented, sizable bequest, as well as other private donations, the Trustees have committed \$14M, over 75% of a construction project estimated at \$18M. The project's priorities have been shaped by an extensive public process involving more than 1,000 community members, and work with an architect on building plans. The plan



calls for four main areas of focus. First, the Library requires expanded patron-focused services with greater access to technology. Second, the community seeks enriched support for families, children, tweens, teens, and underserved populations. Next, the building requires improved spaces for community cultural activities, and finally, the updating of systems as well an ambitious vision for a sustainable future of the building.

About the Position

The Campaign Director (the "Director") will be the person responsible for preparation, planning, goal setting, management, and implementation of the Library's \$3-5M campaign. The Director will partner with the Trustees in campaign development, and will support the Trustees in convening and growing the campaign committee. Development Guild Campaign Counsel has been supporting the Trustees in setting up building blocks for the campaign, including a prospect database, gift table, suggested timeline for the campaign, and an outline of campaign priorities and overall plan, for the Director to use at their discretion.

In the first three months, the Director will be responsible for conducting a comprehensive assessment of the organization, and the campaign at hand, presenting recommendations for new goal setting, budgets, and milestones, as well as conducting Foundation research and developing a calendar for grant submissions. At the three-month mark, the Director and campaign leadership will review and revise the goals for the position as needed, to be agreed upon jointly.



The successful Director will be comfortable leading in a start-up environment, bring "soup to nuts" experience in campaign development and implementation, and have experience educating and supporting Board members and volunteers. The ideal candidate will bring experience building new foundation prospects, as well as an individual pipeline of donors for the campaign. While the Trustees will serve as primary faces and solicitors for the campaign, the Director should also be prepared and interested in engaging with the community and soliciting donors as needed.

Key Responsibilities

Campaign Planning

- Conduct comprehensive assessment of the organization and upcoming campaign, presenting recommendations for new goal setting, budgets, and milestones
- Lead the Trustees in convening and continuing the work of the campaign committee
- Serve as the strategic leader in development for the campaign
- Create and oversee the overarching campaign plan for the Library's \$3-5M capital campaign, pending the Director's input
- Develop case for support, campaign materials, and proposals as needed for campaign
- Identify and build a pool of prospects for the campaign, including individual and foundation opportunities
- Provide Trustee preparation and education related to the campaign



Campaign Implementation

- Set up and support Board with direct asks to potential donors
- Cultivate and solicit donors as appropriate
- Oversee foundation and grant processes, including research, cultivation, writing and submission of proposals, and managing the submission schedule
- Serve as a community ambassador and communicator about the campaign

Preferred Qualifications

- 7+ years of professional fundraising experience, with experience soliciting 5-figure+ gifts from both individuals and foundations
- Authentic alignment and interest in the Library's values and mission, with experience working in a community-based non-profit preferred
- Relevant campaign planning and execution experience
- Expertise working with and coaching a Board, and setting them up for solicitations
- Significant experience with foundations and grant writing
- Entrepreneurial spirit and strength as leader of development activities
- Ability to prioritize and balance strategic issues with day-to-day execution
- Excellent interpersonal and communication skills
- Interest and experience engaging with diverse populations
- Familiarity with Merrimack Valley region
- Ability to be on site 2-3 days per week

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.

Compensation: This is a consulting position, with the potential for a 3-year commitment. Annual salary for this position ranges from \$115,000 – \$125,000, commensurate with experience, with the option for annual bonuses based on performance.

To express interest, please submit your cover letter and resume in confidence [here](#).

For more information, please visit www.developmentguild.com.

For more information about Haverhill Public Library please visit <https://haverhillpl.org/>

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About Development Guild DDI

For 45 years, Development Guild DDI has consulted to leaders across the nonprofit spectrum. We have successfully collaborated with more than 650 clients nationwide in the sectors of health & science, education, environment, the arts, and social justice. We are experts in executive search and fundraising and are at the forefront of delivering best practice in these services.

With each engagement, we work in teams tailored to a client’s particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in both fundraising and executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.

