

Job Posting – Marketing/Development Manager

The Grundy Foundation invites applications for the position of Marketing/Development Manager, a full-time position with excellent benefits.

Are you interested in working for a complex, vibrant organization? Does engaging the public energize and excite you? Are you a dynamic and innovative marketer? If you answer “yes” to these questions, we encourage you to apply for this position to learn more about joining our team and the opportunity to help the Grundy Library, the Grundy Museum and the Foundation achieve their interrelated missions.

Established by the Last Will & Testament of Senator Joseph R. Grundy, the Grundy Foundation has a long tradition of supporting the Bristol Borough community through grants and awards to deserving nonprofit organizations. In addition, the Foundation operates the Margaret R. Grundy Memorial Library and the Margaret R. Grundy Memorial Museum, to fulfill the Senator’s legacy of giving back to the community.

The Grundy Library is an award-winning library with outstanding and personalized customer service, high quality programming, free and open access to technologies and the internet, specialized services to support research in the areas of local history, nonprofits and grant seeking, and active community outreach. The award-winning Grundy Museum preserves and interprets the legacy and experiences of the Grundy family during the late-Victorian Era in an immaculately preserved home containing many original family artifacts, and lush gardens situated on the Delaware River.

Primary Duties: Reporting to the Executive Director, the Marketing/Development Manager implements the Foundation’s short- and long-term marketing and development initiatives for all departments and programs, including the library, the museum, and the foundation, with approximately 70% of their time spent on marketing and 30% on development. The MDM implements comprehensive and effective strategies to increase community awareness of and participation in programs, events, and services, and to increase contributed income. Working with the ED, library and museum staff, the MDM will identify target audiences, define key messaging, select appropriate communication channels, and produce and place content and advertising.

Required Education & Experience:

- Minimum of 3-4 years of professional experience in marketing, public relations, or a related field in a library, museum, or arts/cultural non-profit environment
- Bachelor’s degree, with a concentration in marketing, public relations, communications, or related field, or an equivalent combination of education and professional experience

Required Qualifications:

- Strong communication and interpersonal skills - Ability to effectively communicate with a variety of audiences and represent the foundation in a professional manner.
- Ability to collaborate with and serve the needs of library and museum staff
- Excellent writing and editing skills - Ability to write compellingly
- Organizational and project management skills - Ability to manage multiple projects and meet deadlines.

- Ability to be self-motivated, adaptable, responsible, proactive, work independently as well as part of a team, and have a strong interest in learning
- Ability to problem solve and make decisions based on best practices
- Enthusiasm for the mission – a passion for libraries or historical museums
- Solid proficiency in Microsoft Office Suite, Canva, Constant Contact (or similar programs), and video editing software
- Experience posting/managing social media for arts/cultural organizations (Facebook, Instagram, YouTube, etc.)
- Final candidate will be required to pass a background check

Preferred Qualifications:

- Experience using databases or the willingness to learn
- Familiarity with public relations

Hours: 40 hours per week including some evenings and weekends.

Compensation: Annual salary range \$50,000-55,000

Benefits: Medical, vision and dental for self (80% company paid) with premium copay. 5% additional medical stipend after one year of employment. Generous PTO package (vacation, sick, and personal) beginning at 24 days per year. Eleven paid holidays. 401K plan with 6% employer contribution after one year of employment. Company paid life insurance/AD&D, tuition reimbursement and health advocate representative assistance. *(Benefits subject to change at any time.)*

Application Process: Please submit a cover letter and current resume to jobs@grundylibrary.org. No phone call please. EOE. Position open until filled.