

## **Position Profile, Job Description and Specification**

Job title: **Manager of Philanthropy – Special Events**

Reports to: Director of Philanthropy

This is a part-time role scheduled to work, on average, 25 hours per week. The Foundation has high and low event seasons, and we expect hours will flex higher and lower as the work requires.

## **Organization Overview**

The Denver Public Library Friends Foundation is the supporting organization for Denver Public Library. Denver Public Library's mission is to create welcoming spaces where all are free to explore and connect. Denver Public Library (Library) has a budget of ≈ \$50 million, 26-branches, and employs over 500 staff. The Library has ≈ 4.4 million in-person visits annually, making it the most visited cultural attraction in Denver.

The mission of the Denver Public Library Friends Foundation (Friends Foundation or Foundation) is to enrich our community by building support and raising money to the library's programs and services. The Friends Foundation has ≈ \$10 million in assets, ≈ \$2 million in annual budget, currently employs 10 staff and utilizes numerous volunteers. Key Foundation activities include: fundraising, membership, book sales, events, endowment management and distribution, and advocacy. The Foundation is a 501(c)(3) organization which traces its roots to 1940, and is currently governed by a 23-member Board of Trustees.

## **Description**

The Manager of Philanthropy – Special Events has three key areas of responsibility. They are:

- Ensuring that event logistics and experience goals are met or exceeded.
- Ensuring that event expenses allow for the achievement of net revenue goals.
- Working as an individual contributor, team member, and team leader (depending on the project or situation) to help the Foundation achieve short, medium, and long term goals.

Specific Responsibilities and duties related to event planning and execution:

- Developing the annual event calendar in conjunction with other staff. as part of the annual planning process.
- Executing event plans so that logistics, experience and expense goals are achieved.

This includes but is not limited to:

- venue selection;
- program development;
- evaluation and booking of entertainment, catering, florists, a/v production, etc.;
- development of event sponsorship and sales collateral;
- invitations;
- reservations and participant registration
- sponsorship recognition

- ensuring execution of the planned night-of/day-of experience;
- planning and execution of night-of/day-of fundraising (e.g. paddle raise, etc.);
- stewardship;
- and post-event evaluations and surveys.

Current larger fundraising and stewardship events include: Booklovers Ball; Holiday Lighting Party; and the Loyalty Luncheon.

- As a team member with the Book Sales staff, develop and carry out plans so that the used book sales achieve desired outcomes.
- Working with other Library and Foundation marketing and communications staff this role may be involved in the planning and execution of press conferences, campaign celebrations, and other Foundation or Library events.
- Recruiting volunteers and working with volunteers in the planning and execution of events.
- Assisting in event sales with other staff.
- Ensuring that event publicity is executed in collaboration with both library and Foundation marketing and communications staff.
- Developing and conducting surveys and interviews to gain feedback about events, and utilizing that feedback to continually improve experience and financial results of events.

Responsibilities and duties related to working as an individual contributor, team member, and team leader (depending on the situation) to help the Foundation achieve short, medium, and long term goals include but are not limited to:

- Assisting in the development and execution of short-, medium-, and long term plans related to the overall performance of the Foundation.
- Developing and delivering reports that track progress toward goals.
- Participating as a staff representative to the Development and Event Committee to carry out committee meetings.
- Learning the offerings and staying current with offerings of the Library and the Foundation where philanthropic, sponsorship, and/or event support is sought.
- Engaging other Friends Foundation and Library staff members, trustees and volunteers in event efforts as appropriate and necessary.
- Wearing a variety of hats related to the operation of the Foundation, including participation in event and non-event activities.
- Representing the Foundation and the Library so that others view the organizations positively.

## **Specification**

Background, Education and Experience sought:

- A Bachelor's or higher level degree.
- 3 or more years of experience related to the responsibilities and duties described above.
- Strong speaking, writing and listening communications skills..
- A sense of urgency.
- Excellent written, listening, and verbal communication skills.

- Excellent relationship building skills with the ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- The ability to appropriately handle multiple priorities and deadlines.
- The ability and desire to work as an individual contributor, as a team member, and/or as a team leader depending upon the project and situation.
- An interest and/or affiliation with the library field and the missions of the Library and Foundation.

### **Compensation and Benefits**

The budgeted compensation for this role is in the \$18 to \$25 per hour range.

This position is not eligible for insurance benefits. It is eligible for paid time off, holiday pay, and retirement savings with a company match.

To apply send your resume to:

Nicole Capage-Brown  
Director of Philanthropy  
[ncapage-brown@denverlibrary.org](mailto:ncapage-brown@denverlibrary.org)

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This Position Profile, Job Description and Specification is not all-inclusive. Other duties and responsibilities may be assigned at any time for any reason. The duties and responsibilities described in this document may also be removed and/or changed at any time for any reason.

The Denver Public Library Friends Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit harassment of any kind and discrimination based on race, color, gender, gender identity, religion, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.