

Position Profile

Title: Philanthropy Specialist – part-time

Reports to: Executive Director

Organization Overview

The Denver Public Library Friends Foundation is the supporting foundation for Denver Public Library. Denver Public Library's mission is to connect people with information, ideas and experiences to provide enjoyment, enrich lives and strengthen our community. Denver Public Library (Library) has a budget of ≈ \$53 million, 26-branches, and employs over 750 staff. The Library has over ≈ 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 enhance the Library's programs and services. The Friends Foundation has ≈ \$10 million in assets, ≈ \$2 million annual budget, currently employs 7 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 governed by a 22-member Board of Trustees.

Position Overview

The part-time Philanthropy Specialist has three primary areas of responsibility – gift processing, board relations, and operations. The position will work with all staff and numerous volunteers in a wide variety of roles.

Responsibilities and duties include:

- Opening, logging, and coding incoming mail for gift entry and notifying team members for timely recognition.
- Assisting the Manager of Philanthropy in gift acknowledgement and stewardship activities by distributing thank you notes, benefit fulfillment notes, and benefit information.
- Serving as administrative support with the Executive Director to the Board of Trustees. Scheduling Board and Committee meetings, ordering food for meetings, arranging logistics for meetings, preparing materials, assisting in creating and distributing board packets, attending meetings, taking meeting notes/minutes and/or ensuring that meeting notes/minutes are taken.
- Serving as initial point of contact for visitors and callers to the Friends Foundation, providing excellent customer service, ensuring a positive experience for all interactions.
- Completing a broad variety of administrative tasks in support of the Executive Director, including but not limited to: managing appointments; scheduling; answering phone when needed; expense reporting; drafting and editing correspondence; drafting, editing, and distributing meeting agendas and meeting minutes; compiling documents for meetings and presentations; and the like.
- Managing the Foundation calendar for scheduling organization meetings and events to ensure accurate and timely communication to team members, Library staff, and Trustees as appropriate.

- Overseeing office functions including work order coordination, security badging and access, and other daily office operations.
- Responding to general inquiries from the Friends Foundation website and distributing them to team members accordingly.
- Managing office supply ordering; receiving and distributing supplies to team members.
- Maintaining knowledge of and communicating information about Friends Foundation and Library programs, activities, and events to guests and callers.
- Wearing a variety of hats related to the operation of the Foundation, including participation in event, book sales, and membership activities as applicable/interested/available.
- Representing the Foundation and the Library so that others view the organizations positively.

Background, Education and Experience sought:

- For consideration one should have the ability to work between 20 and 30 hours per week Monday through Friday.
- A Bachelor's level degree or higher is preferred as is experience directly related to the responsibilities and duties described above.
- Strong speaking, writing, and listening skills with the interpersonal ability to relate effectively to all people.
- High level of organization and attention to detail.
- Ability to work independently and demonstrated ability to exercise sound judgment and resolve situations in a timely, professional fashion.
- Knowledge of and prior usage of Microsoft Office and Google applications.
- Proficiency with a donor database preferred (currently Raiser's Edge NXT).
- Excellent interpersonal 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.

Schedule:

The 20 to 30 hours per week can be scheduled with flexibility to work daily or only on certain days of the week, and at any time during or near the hours of operation. The hours of operation are 9:00 am to 5:00 pm M-F.

To apply:

For questions, to apply (submit a cover letter and resume), or for more information, please contact:

Jeff Riley

Executive Director

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