



Position Profile

Title: **Philanthropy Specialist**
Reports to: **Executive Director**

This is a part-time role expected to work approximately 20 - 25 hours per week.

Background

The Denver Public Library Friends Foundation is the supporting 501(c)3 organization for the Denver Public Library.

Founded in 1889, Denver Public Library has served the community for over 130 years. The library's vision is a strong community where everyone thrives, and the mission is to create welcoming spaces where all are free to explore and connect. With 27 locations throughout Denver, the library provides essential programs, services, and resources at no charge to meet the community's most pressing needs.

The Denver Public Library Friends Foundation (DPLFF or Foundation) traces its roots to 1940. The Foundation transforms generous donations into resources that change lives. The Friends Foundation provides critical support and advocacy for literacy programs, lifelong learning, workforce development, and equitable access to resources for millions of adults, children, and youth. Please visit dplfriends.org to learn more about the Foundation.

The Foundation has 9 staff members and 20 members of the Board of Trustees. Staff focus on the following business areas: advocacy; book sales; development with individuals, corporations, and foundations; events; finance and accounting; marketing; and membership. In addition to the overall Board, Trustees are actively engaged in the following committees: Advocacy; Development & Events; Executive; Nominating; Finance; and an Equity, Diversity, and Inclusion (EDI) Task Force.

The DPL Friends Foundation is committed to equity, diversity, and inclusion (EDI). The Foundation does not discriminate based on age, sex, gender, gender identification, race, ethnicity, national origin, veteran status, marital status, parental status, or religion. The Foundation supports the library's EDI work, and ALL qualified candidates are encouraged to apply.

This is an outstanding opportunity to join a high-performing team supporting one of Denver's anchor cultural institutions. The Foundation offers some flexibility regarding work location and work hours.

Position Overview

The part-time Philanthropy Specialist has three primary areas of responsibility – Operations, Board and Committee Relations, and Gift Processing. The position will work with all staff and numerous volunteers in a wide variety of roles.

Responsibilities and duties include:

- Operations
 - Serving as an initial point of contact for visitors and callers to the Friends Foundation, providing excellent customer service, and ensuring a positive experience for all interactions.

- Completing various operational tasks in support of the Executive Director, including but not limited to managing appointments, scheduling, answering the phone when needed; expense reporting; drafting and editing correspondence; documenting donor meetings in the donor database.
 - 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 weekly operations.
 - Responding to general inquiries from the Friends Foundation website and distributing them to team members accordingly.
 - Managing office supply ordering, and receiving and distributing supplies to team members.
 - Maintaining knowledge of and communicating about Friends Foundation and Library programs, activities, and events to guests and callers.
- Board and Committee Relations
 - This includes: scheduling Board and Committee meetings; arranging logistics for meetings; preparing materials; assisting in creating and distributing Board and Committee packets; attending meetings either in-person or virtually; managing technology for meetings; and, taking meeting notes/minutes or ensuring that meeting notes/minutes are taken.
 - The Committees involved are Advocacy, Executive, and Finance.
 - Gift Processing
 - Opening, logging, and coding incoming mail for gift entry and notifying team members for timely recognition.
 - Assisting the Database and Annual Giving Manager in gift acknowledgment and stewardship activities by reviewing and distributing thank you notes, benefit fulfillment notes, and benefits information.

This role involves wearing a variety of hats related to the operation of the Foundation, including:

- Participation in events, book sales, and membership activities as applicable/interested/available.
- Representing the Foundation and the Library so that others view the organizations positively.

Desired Background, Skills, and Abilities

- The ability to work between 20 and 25 hours per week, Monday through Friday.
- Experience related to the responsibilities and duties described above.
- Strong speaking, writing, and listening skills with the interpersonal ability to relate effectively to a wide variety of 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 Google and Microsoft Office applications, including troubleshooting these 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 so desired outcomes are achieved.
- The ability and desire to work as an individual contributor, team member, and/or as a team leader depending upon the project and situation.
- A passion, interest, and/or affiliation with the library field.

Compensation and Benefits

The budgeted salary range for this position is approximately \$22.50 per hour. The actual range will vary based on the candidate's experience related to the role's duties and responsibilities. This position also qualifies for PTO, Holidays, a retirement plan match, and parking and wellness stipends.

Schedule

The 20 - 25 hours per week can be scheduled with some flexibility to work daily or only on certain days of the week, and at any time during or near the hours of operation. Occasional event work needs to be done outside the hours of operation. The hours of operation are 9:00 a.m. to 5:00 p.m. M-F.

This document is not all-inclusive, and the information in this document can be changed at any time for any reason.

Application Information

All qualified candidates are encouraged to apply. Please submit resumes by email to:

friends@denverlibrary.org

This position will remain open until filled.