

**Title:** Development Associate  
**Reports To:** Major and Planned Gifts Director  
**Location:** San Diego, CA  
**Employment Status:** Full-Time, Exempt

**Who We Are:**

The San Diego Public Library Foundation supports the San Diego Public Library in providing free and open access to information, materials and other resources for our residents. This includes innovative programming, events and facilities, youth centers, cultural events such as concerts and films, and technical resources, such as our 3-D printing labs. At the San Diego Public Library Foundation, we raise critical private-sector support, to supplement basic government funding, in order to make all these additional services available. The Foundation's advocacy efforts also ensure that the Library's budget needs are top of mind for our elected representatives. The Library Foundation supports the entire system of 36 libraries across the City of San Diego. Our team is based at the new downtown San Diego Central Library @ Joan A Irwin Jacobs Common.

**What We Do:**

Major accomplishments include raising over \$75 million for the capital campaign which built the San Diego Central Library @ Joan A Irwin Jacobs Common; building eight new library branches and improvements to existing branches; expanding collections throughout the system; providing Sunday hours at certain locations; enhancing crucial programs such as the Summer Reading Program and establishing new programs, such as Live Homework Help and Career Online High School; working with the Friends of the Library to meet City Matching Fund goals for thirteen consecutive years; and providing millions of additional dollars in funding for books and resources. The new Central Library has created a wealth of new opportunities for the Library to collaborate with new partners including the high-tech community, the San Diego Workforce Development Partnership (who operates a Career Center on the Central Library's fifth floor) and e3 Civic High (located on the Library's 6th and 7th floors)- the first public charter in the nation to be located within a public library. The Library also offers state-of-the-art technological programming, and a plethora of programs and services for the most under-served in the community.

**Position Overview:**

The Development Associate is an integral member of the Library Foundation team. This position will assume responsibility for generating philanthropic support for the San Diego Public Library Foundation from major gifts, annual gifts, corporate and foundation gifts, and planned gifts. Reporting to the Major and Planned Gifts Director, this person works closely with the entire SDPLF team to implement the organization's targeted fundraising strategies.

**Essential Duties and Responsibilities:**

Major Gifts:

- Elevate non-major donors into the \$1,000 - \$4,999 level and upgrade them within or above that range
- Assist in transitioning of relationships among CEO, Development Director, and Major and Planned Gifts Director
- Secure host committee members and other major gift support for *Celebration Under the Dome*
- Assist with donor communications
- Create and manage portfolio of major gift donors and prospects

#### Annual Giving:

- Support donor stewardship to increase donor retention and upgrades
- Support growth of the Donor Circle program

#### Corporate and Foundation:

- Secure additional corporate support for *Celebration Under the Dome* and upgrade existing event sponsors
- Develop relationships in the corporate community that result in new partnerships
- Working with Major and Planned Gifts Director and Grant Writer, create proposals to fund SDPLF's highest priorities
- Track application and report deadlines and results

#### Planned Giving:

- Support planned giving program by providing donor stewardship
- Work with Major and Planned Gifts Director and others on SDPLF team to implement planned giving outreach strategy (e.g., postcards and presentations)

#### Other Development Support:

- Provide support for events, mailings, email communications, and other donor solicitation and cultivation
- Prospect research
- Assist Development Director and Major and Planned Gifts Director in coordinating board-driven donor activities such as writing of thank you cards and invitations

#### Qualifications:

The ideal candidate will possess the following qualifications:

- Passion for the mission of the San Diego Public Library Foundation required
- BA degree
- A minimum of two years of successful experience in fundraising
- Experience working with the corporate and foundation community a plus
- Excellent skills in both verbal and written communications; outstanding people skills are essential
- Ability to work in a fast-paced, dynamic, deadline-driven environment and to juggle multiple projects
- Demonstrated ability to take initiative, prioritize for maximum effectiveness, explore many creative options, and use sound judgment in planning and managing projects
- Strong computer proficiency; experience with Blackbaud's *The Raiser's Edge* database software a plus
- Ability to work a flexible schedule as job responsibilities required

#### How to Apply:

Send a resume and cover letter to Natalie Ganz at [nganz@supportmylibrary.org](mailto:nganz@supportmylibrary.org). Please include your current or most recent salary information, and indicate how you heard about this position.