



SAN DIEGO PUBLIC LIBRARY  
**FOUNDATION™**

*Help minds grow.*

**Title:** Executive Assistant  
**Reports To:** CEO  
**Location:** San Diego  
**Employment Status:** Full-Time, Exempt  
**Location:** San Diego (Downtown area)

#### **Who We Are:**

The San Diego Public Library's mission is to provide free and open access to information, materials and other resources for our residents. This includes innovative programming, events and facilities, including youth centers, cultural events such as concerts and films, and technical resources, such as our 3-D printing lab. 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 supports the entire system of 36 library branches across the City of San Diego. Our team of 11 staff members is based at the new downtown 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 Executive Assistant is an integral member of the Library Foundation team. In addition to providing critical administrative support to the CEO, this position will assume responsibility for a wide variety of special projects on behalf of the CEO and Directors, including attendance at board meetings and other sessions to take minutes, preparing board packets and other materials, researching and analyzing data, and developing reports for management decision-making. In sum, this position involves complex and demanding communications and project management for the CEO, and ensures efficient day-to-day operations within the office.

#### **Responsibilities:**

- Manage the CEO's schedule, using judgment to set priorities, plan ahead, and brief the CEO accordingly.
- Prioritize/triage incoming calls, messages and requests of the CEO and Directors.
- Monitor, manage and respond to the CEO's e-mail.
- Proactively gather and provide pertinent information to prepare the CEO for meetings.

- Maintain electronic calendars and contact lists as required.
- Manage donor and prospect communication, reporting and research.
- Facilitate the Foundation's donor recognition and stewardship efforts.
- Serve as the primary point of contact for Library Foundation Board and Committee members.
- Work closely with the Board Chair as it relates to Board meetings and retreats.
- Organize materials for Board and Committee meetings and distribute through WorkZone, a cloud-based document sharing and management system.
- Assist with development of and routing of reports.
- Greet visitors to office and serve as a central point of contact for the public.
- Assist at special events.
- Assist with special projects and additional responsibilities as assigned.

#### **Skills, Abilities and Work Style:**

- Personable – enjoys working in a close-knit team environment.
- Organized – enjoys managing and organizing data.
- Proactive – assist the CEO to plan each day's schedule in advance.
- Thoughtful – use creative ways to thank and recognize donors and team members.
- Assertive – able to effectively “manage up” with the CEO, in a supportive capacity.
- Direct communication style – comfortable sharing thoughts, feelings and perspectives with the CEO and team members alike.
- Thorough – ask questions and push back when required.
- Thick-skinned – ability to overcome challenges and not take things personally.
- Tech savvy – comfortable using technology and identifying new efficiencies.
- Writing – ability to produce high quality, professional communication and correspondence.
- Confidentiality – use tact, judgement and discretion to handle sensitive information.

#### **Qualifications**

- Minimum 5 years in an executive assistant or senior administrative assistant position.
- Excellent written and verbal communications skills.
- Extremely well-organized, proactive and self-motivated.
- Confident and friendly phone demeanor.
- Special events (galas, fundraisers, donor recognitions) experience a strong plus.
- Interest in and understanding of the Library Foundation's mission, vision and values.
- Non-profit experience interacting with donors, board members and other VIPs strongly desired.

#### **To apply:**

<https://www.linkedin.com/jobs/view/270963818/>