



Development Assistant (Full-Time; Non-Exempt) Job Summary

The San Diego Public Library Foundation supports the San Diego Public Library system in providing 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. 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. The Development Assistant supports the Database Specialist with data entry and database reports within the Raiser's Edge database and the entire San Diego Public Library Foundation team to achieve fundraising goals in a dynamic and fast-paced environment.

Job Responsibilities

- Collect & sort daily mail for processing
- Assist the Database Specialist with daily donation processing in donor database and the processing of gift acknowledgments
- Assist with bulk mailings
- Assist with donor outreach and correspondence
- Maintain accurate electronic and hard files, including donor records
- Coordinate meetings with elected officials for SDPLF's advocacy efforts
- Assist with SDPLF events, including RSVP's and registration
- Assist with set-up for Board and Committee meetings
- Perform other administrative tasks as needed by the entire team

Requirements and Qualifications

- Experience with Blackbaud products (e.g., Raiser's Edge and NetCommunity)
- Quick data entry skills balanced with strong accuracy and attention to detail
- Excellent attention to detail and follow through with an emphasis on accuracy
- Highly proficient computer skills with demonstrated knowledge and practical application of internet, Word, and Excel
- Ability to maintain confidentiality regarding sensitive donor information
- Excellent written, verbal and interpersonal communication skills
- Excellent organizational and problem-solving skills, with the ability to manage multiple and shifting priorities and projects
- Previous non-profit experience preferred

How to Apply Please email your resume and salary requirements to Jenna Anderson at janderson@supportmylibrary.org.