

## **JOB DESCRIPTION DEVELOPMENT ASSISTANT**

**Status:** Full time, hourly nonexempt

**Reports to:** Director of Philanthropy

### **OVERVIEW**

Friends of the San Francisco Public Library (Friends) seeks a highly organized assistant to support our fundraising team, executive, and board.

### **MISSION**

Friends is a diverse community of individuals, families, and institutions who love our San Francisco Public Library and make it exceptional. We champion free public access to information, resources, and opportunities for all people. Our mission is to strengthen, support and advocate for a premier public library system in San Francisco.

### **SUMMARY OF RESPONSIBILITIES**

#### **Development Department (70%)**

- Process gifts, including entering and batching gifts and working with the Finance Department for deposits.
- Preparing Acknowledgement letters from Data exports (Donor and Gift Data), Letter Mergers, crosschecking with Director of Philanthropy, printing, and final mailing.
- Assist with development department mailings (proofreading, formatting, merging, and assembling) for campaigns and acknowledgement letters.
- Maintaining department calendars and documents, both electronic and non-electronic files.
- Assist with data entry, data pulls, data quality and reporting in Raiser's Edge working under the guidance of the Database and Campaign Operations Manager.
- Track daily mail delivery promptly and distribute to staff accordingly. Manage outgoing mail, including shipping and deliveries.
- Assist with signature fundraising events such as Mary Louise Strong Breakfast, Library Laureates and periodic cultivation events or celebrations. Duties include mailing invitations, tracking RSVPs, taking notes at planning meetings, ordering food and catering, organizing, and staffing at events.
- Work with Facilities Manager to keep inventory and maintain a stock of office supplies, refreshments, and snacks for Staff.
- Other tasks as assigned.

### **Executive Director (including support for Board of Directors) (30%)**

- Assist with scheduling, correspondence and administrative/organizational tasks, including photocopying, updating staff organization charts, and lists.
- Edit and proof documents.
- Maintain Executive Director and Board of Director calendars, Board documents, and Board web page.
- Assist with all Board meeting and retreat preparation, including scheduling, assembling documents, ordering food, and preparing meeting room.
- Take minutes at all full board and committee meetings, as needed.
- Help plan and carry out staff and Board recognition activities, including birthdays, milestones, and team-building events.
- Other special projects as assigned.

### **Friends Mission and Values & Community Relationships**

- Positively represent the mission and community value of Friends in meetings, conversations and/or presentations with members of the community, donors, and partners.
- Understand and be able to describe all the Friends programs.
- Promote and articulate the goals and messaging of Friends' special fundraising campaigns and bookselling initiatives.

### **QUALIFICATIONS**

- High level of organization and attention to detail.
- Must be able to handle diverse tasks simultaneously.
- Able to work independently and maintain a high degree of diplomacy while working with vendors, donors, agency and library staff, volunteers, and members of the public .
- Experience managing multiple calendars.
- Excellent communication skills, written and oral.
- Three-plus years relevant experience desired.
- Knowledge and understanding of MS Office products, including SharePoint.
- Blackbaud Raiser's Edge database experience a plus.
- Bachelor's degree preferred.

Salary & Benefits: Full-time (35 hrs per week). \$31/hr. Full benefits package including medical, dental, vision, and retirement plan and LT disability.

To Apply: By email only to [employment@friendssfpl.org](mailto:employment@friendssfpl.org) with resume & cover letter.

Friends of the San Francisco Public Library is an Equal Opportunity Employer, acting without regard to the fact or perception of their race, creed, religion, color, ancestry, national origin, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability, weight, height, or AIDS/HIV status.