



Position Posting

**Title: Events & Development Coordinator**

Status: Full-time, Non-exempt

Salary: \$50,000 - \$55,000 DOE

**About the Organization**

The Seattle Public Library Foundation (SPLF) is an independent 501(c)(3) foundation with a sole focus to support and fund innovative programs at The Seattle Public Library (SPL) above and beyond what public support provides. Since 1980, SPLF has raised more than \$150 million to help the Library expand its collection, offer innovative programs for people of all ages, and build/revitalize facilities. We are a small and nimble team that operates out of the beautiful Central Library in the heart of downtown Seattle. Thanks to a strong board and a committed community, SPLF is the largest public library foundation in the US based on assets under management.

**Position Summary**

SPLF builds meaningful relationships with its donors through appreciation events held throughout the year, including giving circle lunches, author receptions, exhibit openings, and program workshops. The Events & Development Coordinator will be responsible for coordinating these donor events and ensuring guests feel informed, welcomed and appreciated.

Additionally, the position will serve as key support position for a wide variety of development projects, including campaigns, stewardship activities, major donor outreach, and communications. This position will work closely with all members of the Foundation team, SPL staff, and will report the Senior Director, Strategic Initiatives & Advancement.

**Major Responsibilities**

- Assist with creating and executing an annual calendar of events designed to retain existing donors and attract new donors
- Manage all logistics associated with event production, including guest services, facilities coordination, vendor management, A/V, staff/team coordination, catering, and communications
- Monitor and track event budgets; produce reports as necessary
- Develop financial and in-kind sponsorship opportunities to support events, solicit gifts, and ensure sponsors are recognized appropriately
- Ensure event attendance is tracked accordingly in the donor database; manage RSVP processes
- Support production of development materials including newsletters, invitations, campaign materials, and appeals
- Support communications projects, including deployment of email messages, routine maintenance of website, and coordination with graphic and web designers
- Maintain the team's annual calendar of activities and supporting production schedule
- Support major donor outreach by performing research, tracking actions, monitoring cultivator assignments, and assisting leadership and the board with meeting preparation
- Work closely with SPL staff on development/communications projects to ensure cohesive messaging and coordination
- Assist with supervision of interns, as necessary

## **Qualifications**

- Bachelors degree in business management, marketing, communications, or relevant field
- At least 2-3 years experience supporting special events, development programs, or marketing
- Strong writer/communicator, sharp attention to detail, and excellent interpersonal skills
- Experience with web content management systems, such as Word Press, strongly desired
- Experience using email deployment systems, such as Luminare or Constant Contact
- Experience with data entry and reporting using CRM systems such as Raiser's Edge or Salesforce
- Proficient in Microsoft Office, including Excel, PowerPoint, and Outlook
- Outstanding time and project management skills; ability to prioritize time effectively
- Ability to work a flexible schedule as job responsibilities require

## **Compensation and Benefits**

The compensation and benefits offered by The Seattle Public Library Foundation reflect the value we place on attracting and retaining a talented team. Benefits include class-leading paid time off, outstanding employer-paid medical coverage with health savings account contribution, 403(b) retirement plan with employer contribution and employee match, disability insurance, life insurance, employee assistance program, and fully-paid ORCA pass. All benefits subject to annual review.

## **EEO Statement**

The Seattle Public Library Foundation is an equal opportunity employer with a strong organizational commitment to building a diverse workplace.

## **To Apply**

Please submit a cover letter, resume, and salary history to <https://foundationspl.applicantpro.com/jobs>. If you have questions or need special accommodations to apply, contact 206.386.4130 or email [foundation@supportspl.org](mailto:foundation@supportspl.org). The first review of candidates will occur on January 3, 2018, and the position will remain open until filled.