



The Seattle Public Library Foundation

Position Posting

Title: Events & Development Manager

Status: Full-time, Exempt
Salary: \$60,000 - \$75,000 DOE

About the Organization

The Seattle Public Library Foundation (SPLF) is an independent 501(c)(3) foundation with a mission 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 upgrade facilities. We are a small and nimble fundraising team that operates out of the beautiful Central Library in the heart of downtown Seattle. Thanks to outstanding board leadership and a committed community, SPLF is the largest public library foundation in the US based on assets under management.

Position Summary

The Events & Development Manager will be responsible for organizing a signature fundraising event to be launched in 2019, as well as managing ongoing donor appreciation events throughout the year. The position will work closely with event and board committees. The position will also support campaigns, online events, stewardship activities, and communications. This position will work closely with all members of the Foundation team, Library staff, and will report to the Senior Director, Strategic Initiatives & Advancement.

Major Responsibilities

- Plan and manage a signature fundraising event that unites the community around its love for the library
- Build and manage a committee to leverage volunteer engagement in fundraising activities
- Create and execute an annual calendar of appreciation events designed to retain existing donors and attract new donors
- Manage all event production, including program development, guest services, facilities coordination, vendor management, A/V, staff/team coordination, catering, and communications
- Develop financial and in-kind sponsorship opportunities to support events, solicit gifts, and ensure sponsors are recognized appropriately
- Build and track event budgets; produce reports as necessary
- Ensure event participation is tracked in the donor database; oversee RSVP processes
- Create development communications materials such as invitations, case statements, etc.
- Support development operations, including deployment of email messages, routine maintenance of website, and coordination with graphic and web designers
- Work closely with Library staff on development 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 5-7 years of experience supporting special events; candidates must have served as a lead on planning a fundraising special event with more than 300 guests attending
- Strong writer/communicator, sharp attention to detail
- Excellent interpersonal skills; demonstrated experience working with board and event committees
- Outstanding time and project management skills; ability to prioritize time effectively
- 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
- 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. Early submissions are encouraged; candidates will be reviewed immediately.