

Job Title: Senior Development Manager (Hybrid)
Reports to: Director of Philanthropy
Status: Fulltime, Exempt

Job Overview

Friends and Foundation of the San Francisco Public Library (Friends) seeks an experienced fundraiser with outstanding writing and interpersonal skills to help raise money for our beloved public library.

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 in San Francisco.

Summary of Responsibilities

The primary purpose of this position is to work with the Executive Director and Director of Philanthropy in collaboration with the Board Development Committee to implement the fundraising plan. Key responsibilities include managing annual appeals, providing support for the *Mary Louise Stong Breakfast*, *Library Laureates* and donor cultivation events, managing a portfolio of 50-60 donors in the \$1,000 to \$5,000 range and devising strategies to increase donor giving levels. The Senior Development Manager must have strong written communication skills with the ability to write grants, foundation reports, appeals and all other donor communications.

Principal Duties and Responsibilities

- Closing gifts (50%)
 - Regularly communicate and engage with a high volume of donors giving from \$500 to \$5,000, through both traditional paper appeals, email-appeals, and phone calls.
 - Lead staff in conceptualizing and carrying out fundraising campaigns for donors below \$5,000.
 - Support and contribute to the preparation of the annual development plan with the Director of Philanthropy by identifying specific areas of growth and opportunity in your areas of responsibilities and assigned prospects.
 - Create a personal work plan, identifying specific metrics and strategies to increase contributed income from your portfolio.
 - Cultivate, solicit and steward an active portfolio of 50-60 donors and prospects, utilizing moves management to properly track actions and progress.
 - Identify and research prospects for your portfolio and the development team.
 - Monitor the quality of donor recordkeeping in Raiser's Edge, particularly regarding donor contact information and donor communications.

- Grants Management (25%)
 - Write, edit and submit letters of inquiry, proposals and reports to family, independent and corporate foundations, government, and donor advised funds.
 - Research and identify new grant opportunities. Utilize moves management to cultivate and solicit.
 - Manage grant calendar, track proposal submissions and progress.
- Event Planning and Fundraising (25%)
 - Assist with the preparation and production for the *Mary Louise Stong Society Breakfast, Library Laureates* and cultivation events.
 - Work with the Director of Philanthropy and Advancement Committee to solicit table and room sponsorships at the *Library Laureates* event.
 - Work with planning committee to optimize their fundraising efforts, guest experience and post-event relationship building.

Friends Mission, Values and Community Relationships

- Positively represent the mission and values of Friends in meetings, conversations and/or presentations with customers, members, donors and City partners.
- Promote and articulate the goals and messaging of Friends' special fundraising campaigns and bookselling initiatives.

Internal Relations - Teamwork & Collaboration

- Participate on Board Development Committee under the direction of the Director of Philanthropy.

Education, Skills and Experience

- 5+ years of related fundraising experience.
- Bachelor's degree preferred.
- Strong interpersonal skills and confidence to engage with sophisticated donors and prospects.
- Experience building and maintaining long-term relationships with funding constituents.
- Experience in managing and tracking multiple prospects and donors.
- Experience in grant writing and grants management.
- Excellent verbal and written communication skills.
- Excellent organizational skills, research abilities, and attention to detail.
- Experience with Raiser's Edge database and wealth screening software.
- Knowledgeable about moves management and donor development.
- Ability to travel, work evenings and weekends occasionally.
- Passion and dedication to the mission of the San Francisco Library.

Salary and Benefits

\$90,000 - \$100,000 annually, plus a generous benefits package including medical, dental, vision, life, PTO, paid holidays, 403(b) retirement program, and LT disability.

How to Apply

Submit resume and cover letter to: employment@friendssfpl.org.

We are an Equal Opportunity Employer. Qualified applicants will receive consideration for employment 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. (updated May 2024)