



San Mateo Public Library Foundation Executive Director (Part-Time) Overview of Position, Qualifications and Application Process

The San Mateo Public Library Foundation (SMPLF) seeks a motivated, dynamic, and experienced professional to lead its fundraising efforts to support the San Mateo Public Library. The Executive Director is responsible for the overall growth and implementation of the SMPLF fundraising program which includes individual and corporate donor solicitation, corporate and foundation grants and sponsorships, and special events.

Major Duties and Responsibilities:

- Lead all fundraising activities including individual and corporate gifts, grants, sponsorships, and special events with a focus on building leadership level gifts
- Develop personal relationships with major donors, local corporations leading to direct solicitations
- Identify grant opportunities, prepare grant proposals and manage grant timelines
- With the Executive Committee, develop and oversee the Foundation's budget
- Manage donor and prospect database with accurate historical gift records and timely acknowledgement systems
- Support, encourage and motivate Board members to contribute to the mission and goals; work with the Literary Society in support of the annual gala; and develop strategies to engage the Advisory Council
- Meet regularly with the City Librarian to share activities, secure support and discuss how SMPLF can benefit library programs
- Meet monthly with the Board's Executive Committee to update on achievement of fundraising goals, establish strategic directions for the Foundation, and plan monthly Board meeting agendas and reports
- Manage communications to individual and corporate donors; oversee design, production and written content of collateral and marketing materials
- Supervise the Associate Director who is responsible for timely donor record keeping and acknowledgements, financial systems and reports, marketing and communications, events, and office management
- Willing to use own automobile for travel to off-site meetings and events and possess a valid California Driver's license and auto insurance

Desired Skills, Attributes and Experience:

- Minimum of three years' experience managing and implementing a comprehensive development program in non-profit organizations
- Demonstrated success in soliciting gifts from individuals, corporations and foundations
- Proven ability to meet deadlines, manage competing priorities, work independently and maintain confidentiality
- An entrepreneurial, community-minded spirit to build on SMPLF's strong existing network
- Strong writing skills and the ability to produce a range of written materials
- Experience coordinating fundraising events

- Experience developing, implementing, and adhering to budgets
- Experience in working with a Board of Directors and volunteers
- Facility with using a variety of software platforms including Microsoft Word, Excel and PowerPoint and either experience with or willingness to be trained on the Raiser's Edge fundraising database and QuickBooks
- Bachelor's degree

Other Details:

Work site: The San Mateo Public Library Foundation office is located in the San Mateo Public Library in San Mateo

Work Schedule: This is a half time (50%) position with the opportunity to establish a schedule with the Executive Committee which fits both the Foundation's needs and the Executive Director's other commitments. There are occasional evening meetings and 1-2 weekend events per year.

Compensation: To be determined based on experience and qualifications

How to Apply:

To apply, please provide a resume and a cover letter about your interest, qualifications, how you learned about the position, how a part-time position fits with your career and personal objectives, and three references familiar with your fundraising experience, skills and attributes. Please include in the letter your current salary, if any, and your desired compensation. Please submit your resume and letter to:

President, Board of Directors
San Mateo Public Library Foundation
55 West Third Avenue
San Mateo, CA 94402

or preferably by email to president@smpflf.org

The Board's Executive Committee will review applications and anticipates beginning interviews for qualified candidates in August.

The San Mateo Public Library Foundation (SMPLF) is a 501 (c)3 not-for-profit organization. Employees of the SMPLF are not employees of the City of San Mateo or of the San Mateo Public Library.