

The New York Society Library

NEW YORK, NEW YORK Associate Director of Development

Summary

About the Library:

The New York Society Library is New York City's oldest library, founded in 1754. The Library is open to all for reading, reference, exhibitions, and selected events, with circulation and other services available to members. Membership is open to all for an annual fee. The Library's beautiful, landmarked building dates from 1917 and includes reading rooms, spaces for study, book stacks, a Children's Library, and the Assunta, Ignazio, Ada and Romano Peluso Exhibition Gallery. The Library has approximately 300,000 volumes in its collection, and hosts a variety of special events, reading & writing groups, workshops, and the Young Writers Awards and New York City Book Awards. The Library has a staff of 31 and a Board of Trustees of 23 members.

Position Summary:

The New York Society Library (NYSL) is seeking an enthusiastic and visionary leader to be our Associate Director of Development. The ideal candidate will be an experienced fundraising manager and a self-motivated forward thinker, who is passionate about books and libraries.

Reporting to the Director & Head Librarian and serving as a member of the senior management team, the Associate Director of Development will be responsible for planning, organizing, and directing The New York Society Library's fundraising activities, including the capital campaign, the annual fund, major gifts, planned giving, and special events. The Director of Development works closely with the Library's Director & Head Librarian, Board of Trustees, and Membership & Donor Relations Manager in all fundraising endeavors. The Associate Director of Development will also work collaboratively with Programming, Exhibitions, Collections, and Children's Library staff.

Duties and Responsibilities

- Develop, execute, and manage the Library's annual fundraising plan, including identification, cultivation, solicitation, and stewardship of the donor base
- Work closely with the Director & Head Librarian and Board of Trustees to accomplish the fundraising goals

- Develop and implement strategies for major donors
- Create and implement strategies for a sustained base of annual donors
- Continue to build the planned giving program
- Supervise and direct the Membership and Donor Relations Manager in their duties, including membership functions, the identification and solicitation of foundation grants, and all aspects of the Annual Fund
- Create and oversee cultivation and fundraising events
- Solicit contributions and develop potential new donors while representing the institution effectively
- Supervise and review all reporting, tracking, acknowledgements, receipts, and other support programs for the fundraising campaigns
- Collaborate with other Library staff
- Maintain compliance with all Library policies and procedures

Required Skills & Qualifications

- A Bachelor's degree
- Five or more years' experience in professional fundraising
- Experience with capital campaigns
- Thorough knowledge of capital fundraising techniques, annual fund, corporate and foundation relations, and planned giving
- Extensive experience in face-to-face solicitation

Professional Competencies

- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Demonstrated oral and written communication skills

- Excellent presentation skills, demonstrated ability to make successful presentations to individuals and/or groups at all levels of an organization
- Demonstrated ability to manage change by developing workable implementation plans; communicating changes effectively; monitoring transitions; and evaluating results
- Demonstrated organizational and project-planning skills
- Ability to work independently and collegially
- Demonstrated commitment to promoting and enhancing diversity, equity, inclusion, and accessibility

Work Conditions

This is a full-time position with work scheduled during Library open hours, including some evenings and weekends as required for fundraising events. Quiet conditions.

Salary and Benefits

Compensation: \$100,000 - \$120,000 commensurate with experience and including a full benefits package including health/dental/vision plans, 403(b) defined contribution plan, flexible benefits plan, and vacation, holiday, and sick time.

How to apply

To be considered for the position, potential candidates should email a resume and cover letter outlining how your skills and experiences meet the qualifications for the position to Carolyn Waters, Director & Head Librarian at cwaters@nysoclib.org. Please include "Associate Director of Development" as the subject line. Applications without the requested information will not be considered.

Visit our website at www.nysoclib.org for more information about the Library.

The New York Society Library is an Equal Opportunity Employer.