

LIBRARY FOUNDATION OF LOS ANGELES
630 W. Fifth Street, Los Angeles, CA 90071
(213) 228-7500; www.lfla.org

Job Announcement

Position: Coordinator, Foundation and Corporate Relations
Hours: Full-time, nonexempt
Salary: \$23 to \$26/hour
Location: Hybrid work environment that includes office work at Central Library in downtown Los Angeles
Benefits: Health insurance, parking, metro pass, 28 days paid leave (vacation, sick & holiday), 401(k) with partial employer matching
Reports to: Foundation and Corporate Relations Associate Director and Director
To Apply: Please submit a resume, cover letter, and contact information for two references to hr@lfla.org. This position is open until filled.

ABOUT LIBRARY FOUNDATION OF LOS ANGELES

The Library Foundation of Los Angeles is a private foundation with a very public purpose. We support and enrich the capabilities and services of the Los Angeles Public Library. We accomplish our mission through fundraising, advocacy, and innovative programs that benefit our diverse community and promote greater awareness of the Library's valuable resources.

Our Core Values include Collaboration, Empathy, Learning, Accountability, and Curiosity.

POSITION SUMMARY

The Coordinator of Foundation and Corporate Relations provides administrative support to one of the primary fundraising teams at the Library Foundation. The ideal candidate is highly organized, proactive, creative, energetic, able to multi-task, and has an interest in fundraising operations and social services.

DUTIES AND RESPONSIBILITIES

- Manage, track, and communicate internal grant and reporting fundraising deadlines
- Regularly update donor database (Raiser's Edge NXT) with contact reports to document fundraising activity and set up future actions
- Process new gifts and pledges by promptly communicating relevant information with appropriate staff and composing acknowledgment letters
- Track and coordinate grant compliance and donor-recognition requirements

- Coordinate the acquisition of materials, supplies, and subscriptions for the FCR department
- Provide administrative support to public programs managed by the department, including the Your Author Series and Teens Leading Change
- Maintain an understanding of LAPL and Library Foundation programs and strategic initiatives and programs
- Support donor prospecting
- Participate in professional development activities as well as Library Foundation events, as necessary
- Other duties as assigned

DESIRED QUALIFICATIONS

- A minimum of two years of administrative experience in social services
- Knowledge of nonprofit fundraising
- Experience with Raiser's Edge NXT is a plus
- Strong written communication skills
- Practical interpersonal and oral communication skills
- Proficient with Microsoft O365, Office, and cloud computing
- Multi-lingual/Multi-cultural background is desirable
- Passion for and comprehension of the public library's role in today's world

EDUCATION AND EXPERIENCE

- Qualified candidates must have a Bachelor's degree from an accredited college or university or comparable work experience