



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

Position: Director of Major and Planned Giving  
Hours: Full time, exempt  
Pay Range: \$80,000 - \$88,000 annually, DOE  
Location: Hybrid; flexible schedule with some remote work, some on-site work at various locations, including the Central Library in Downtown Los Angeles. Work must be performed in or near Los Angeles, CA  
Benefits: Competitive benefits, including health insurance, 28 days accrued paid leave (vacation, sick & holiday), 401(k) with employer matching  
Reports to: Senior Vice President of Advancement and External Affairs  
To Apply: Please email resume, cover letter, and contact information for two references to [hr@lfla.org](mailto:hr@lfla.org). This position is open until filled.

### **About the Library Foundation of Los Angeles**

The Library Foundation of Los Angeles (LFLA) provides critical support to the Los Angeles Public Library resulting in free programs, resources and services available to the thousands of adults, children and youth in Los Angeles. We accomplish this mission through fundraising, advocacy, and producing innovative programs that strengthen the Library and promote greater awareness of its valuable resources.

Our Core Values include:

**Collaboration** – Respect and communication build successful teams.

**Adaptability** – We welcome change.

**Empathy** – Our work is defined by caring for others.

**Partnerships** – We do our work by building bridges.

**Learning** – Learning builds community and enables growth.

**Accountability** – Each of us is responsible for our individual and team goals.

### **Position Description**

Reporting to the Senior Vice President for Advancement & External Affairs, this position is responsible for implementing initiatives to identify, cultivate and solicit prospective major and planned giving donors to ensure a strong base of ongoing financial support for the Library Foundation. The Director is responsible for recognition and stewardship programming for both major and planned giving donors.

### **Responsibilities:**

- Develops and implement an annual plan for the LFLA planned giving program, the Bibliophiles.
- Forges relationships with donors and introduces them to planned giving options.

- In partnership with Advancement Services, mines our data to better understand our target audience for major (\$10-100k) and planned gifts.
- Creates the programmatic elements and directions to increase the number of Bibliophiles and Major donors.
- Develops strategies and approaches to generate higher levels of giving to support the philanthropic needs of LAPL and LFLA.
- Ensures that all major and planned giving donors receive appropriate, consistent recognition and an accounting of the impact that their gift has on the needs of the LAPL.
- Using moves management to identify, cultivate, solicit and steward major and planned giving prospects.
- Develops strong relationships with LAPL staff and creates innovative branch programming for donors.
- In partnership with Communications representatives, develops promotional materials, such as brochures and reports.
- Provides assistance with major events (e.g., Annual Awards Dinner, Literary Feasts) and special occasions central to LFLA fundraising.
- Participates in other LFLA activities to promote organization and philanthropy.
- Performs other related duties as assigned.
- Must be able to work a variety of hours, including some nights and weekends, in order to accommodate events.

#### **Qualifications:**

- Candidate should possess a minimum of 5 years of fundraising experience.
- Demonstrated knowledge related to planned giving and major gifts fund-raising.
- Able to work effectively with donors and professional advisors.
- Proven fund-raising, leadership and consensus building skills.
- Able to lead and motivate groups and individuals. Able to think creatively and strategically to successfully mediate and negotiate with individuals and groups internally and externally. Able to overcome obstacles to cooperation and to foster harmonious relations.
- Able to balance competing priorities, complex situations and tight deadlines.
- Excellent written, verbal and interpersonal communications skills. Ability to engage prospective donors to share information about themselves and their interests.

#### **Physical Requirements**

- Prolonged periods sitting at a desk and working on a computer.

#### **COVID-19 Workplace Safety Requirements**

- LFLA requires all employees to receive COVID-19 vaccinations as determined unless a reasonable accommodation is approved.
- This position is currently hybrid with remote and in office activities. Occasional requirements include interacting with employees, donors, vendors and others who may or may not be vaccinated or recently tested. You will be required to wear personal protection equipment (PPE) required by the LA County Department of Public Health protocols and the LFLA.

The Library Foundation of Los Angeles (LFLA) is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. LFLA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. LFLA conforms to the spirit as well as to the letter of all applicable laws and regulations.