



The Seattle Public Library Foundation

Chief Philanthropy Officer (CPO)

Position Posting

February 2025

Reports To: Chief Executive Officer

Location: Hybrid In-person (Seattle) and Remote

Employment Type: Full-time, Exempt

Salary Range: \$125,000-\$160,000

About The Organization:

The Seattle Public Library Foundation (SPLF) is recognized nationally as one of the leading public library foundations in the country. Serving as the nonprofit partner to The Seattle Public Library (SPL), the Foundation's mission is to inspire philanthropic support, advocacy, and pride in library programs and services that benefit everyone in our community. More than 8,000 active donors contribute between \$5-8 million annually to support more than 50 equity-based programs and help add more than 100,000 print and digital materials to enhance the collection. The Foundation supports the SPL's goals to develop all forms of literacy; enrich the community with access to books, cultural programs, and author events at safe and welcoming spaces; and empower our neighbors to achieve their life, career, and civic goals through classes, workshops, and educational programs.

Position Overview:

As we grow to meet the evolving needs of patrons and the demand for library services, we seek an inspiring and strategic leader to serve as the Foundation's Chief Philanthropy Officer (CPO). This position will shape the future of our fundraising and development communications efforts, ensuring the library continues to thrive as a vital resource for generations to come. The CPO will be responsible for developing and executing a comprehensive philanthropic strategy to grow our base of support, while ensuring that existing donors are thoughtfully stewarded. Reporting directly to the Foundation CEO, the CPO will lead a dynamic team to grow individual, corporate, and foundation giving while fostering a culture of philanthropy across SPL as well.

The ideal candidate is a strategic thinker, a skilled relationship builder, and a passionate advocate for libraries and lifelong learning. The position will be a member of SPLF's senior leadership team and collaborate closely with our team of nine professionals. The position will also collaborate regularly with SPL's leadership and teams that support library programming. The Foundation's team size necessitates that our ideal candidate both directs and performs the work while being adaptive to change, and we will prioritize candidates with a hands-on approach. Candidates who understand the unique opportunities and challenges of working in a private-public partnership will be closely considered, as will candidates who represent the communities we serve and help enhance our connections to communities where we have opportunity for growth.

Key Responsibilities:

Strategic Leadership

- Develop and implement a multi-year fundraising plan aligned with the Foundation and Library's strategic goals.
- Oversee all aspects of fundraising efforts, including major gifts, planned giving, annual giving, corporate sponsorships, foundation grants, special events, and stewardship events.
- Collaborate with the Foundation CEO, Chief Librarians of SPL, and Board of Trustees to identify fundraising priorities and opportunities.
- Cultivate a culture of philanthropy among staff, board members, and volunteers.

Donor Engagement & Stewardship

- Build and nurture relationships with donors at all levels, prospects, corporate partners, and community stakeholders to increase the profile of the Foundation and demonstrate its impact.
- Maintain a portfolio of approximately 75 to 100 philanthropic donors who advance our mission in significant ways.
- Design and execute personalized cultivation and stewardship plans for donors assigned to portfolios, including those assigned to the CEO and the fundraising team.
- Ensure consistent communication with donors, highlighting the impact of their contributions.
- Develop compelling marketing case documents, collateral materials, and development communications that captivate donors and inspire philanthropic and advocate support.
- Engage and strategize with the Board of Directors to support their attainment of Board-led fundraising goals.

Team Management

- Lead, mentor, and inspire a team of development professionals, fostering collaboration and innovation.
- Set clear goals and key performance metrics for the philanthropy team, ensuring accountability and success.
- Serve on the Foundation's leadership team and contribute to building a positive culture that ensures our values are practiced.

Community Outreach

- Serve as a visible and articulate spokesperson for SPLF, building awareness and enthusiasm for its mission.
- Represent SPLF at community events, networking opportunities, and public forums.

- Ability to create mutually beneficial partnerships with diverse community organizations to help expand our reach and impact.

Operations & Reporting

- Oversee the development and management of the annual fundraising budget.
- Monitor and report on fundraising progress and industry trends, providing regular updates to the CEO and Board of Directors.
- Ensure compliance with all ethical and legal standards for fundraising.
- Evaluate fundraising systems and technology to ensure SPLF has the systems in place to support best-in-class fundraising, donor engagement, and compliance.

Qualifications:

- Strategic leader with a proven ability to set and achieve ambitious fundraising goals.
- Advanced degree or CFRE certification preferred, or similar level of skills in sales and relationship development.
- Minimum of 7-10 years of progressive fundraising experience, including leadership roles.
- Demonstrated success in securing significant gifts, planned gifts, and corporate sponsorships.
- Proven understanding and success in implementing direct mail efforts, digital marketing/fundraising, and mass-distribution campaigns.
- Strong knowledge of fundraising best practices and donor database management systems.
- Exceptional communication skills, with a talent for blending words and visuals to create strong calls to action
- Exceptional relationship skills, with the ability to develop positive relationships that will grow over time.
- Experience working with established and mature volunteer boards, including managing fundraising and/or event committees.
- Passion for libraries, literacy, and lifelong learning.
- Willingness to work occasional nights and weekends in support of donor and board events.

What We Offer:

Compensation and Benefits

- Competitive salary and benefits package including paid time off, medical/dental/vision coverage, health savings account, 401(k) retirement plan with employer contribution and

employee match, cellphone stipend, and regional ORCA pass. All benefits are subject to annual review.

- We offer work-life balance, including a remote/hybrid work environment.
- A collaborative and supportive team environment.
- The opportunity to make a lasting impact on a treasured community institution.
- We celebrate diversity and are committed to creating an inclusive environment for all employees. For more information on the Foundation's commitment to DEI, visit our [DEI page](#) on our website.

How to Apply:

Our interview process will include a remote screen and at least two in-person interviews. We believe strongly in finding the right candidate and a mutual fit, and we will review candidates on an immediate and ongoing basis until the position is filled. Every candidate who applies will receive the courtesy of an update on their status. Please recognize these updates may not be immediate.

Please apply online via our HR system: <https://foundationspl.applicantpro.com/jobs>. Applicants must include a cover letter (no more than two pages please) and resume. If you have questions or need accommodations to apply, contact 206.386.4130 or email foundation@supportspl.org.