

**Position Title: Executive and Development Assistant, Hoboken Public Library**

**Schedule:** Salaried full time position (35 hours) including days, evenings and weekend hours as needed.

**About the Position:**

Reporting directly to the Library Director, the **Executive and Development Assistant** provides administrative support for the director and supports all aspects of fundraising and development for the organization. This position represents the director internally and externally and acts as a liaison between staff, board members, volunteers and the public.

Working closely with the director, board of trustees and the Friends and Foundation board, this position will take lead in crafting a fund development program with the objective of growing a culture of philanthropy within the library. This position will also serve as the primary administrative liaison to the Friends and Foundation.

The ideal candidate enjoys building and maintaining relationships, working across an organization and in the community. They will be a skilled and creative organizer who can provide the administration and communication necessary to run a busy office and the discretion to work on critical governance and organizational issues. This position requires the ability to evaluate urgent, sensitive and confidential information with tact and diplomacy. Exceptional written and verbal communication skills, technological savvy, event coordination experience, and a passion for libraries and community outreach are essential. Attendance at onsite and community events is required.

**Specific Job Duties:**

The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

Executive Management and Coordination - Provide primary administrative support of the Director including calendar management, travel coordination, scheduling meetings, drafting agendas and presentations, recording minutes, and responding to board members and donor questions. Serve as the initial point of contact for general email and phone inquiries. Maintain budget and reimbursements for director and director-driven projects. Perform other administrative duties and projects as required to support the director.

Board Relations - Perform tasks requested by the director or board chair to advance board operations and ensure well-run meetings, open communications and board engagement. Prepares monthly board packets, schedules committee meetings, plans annual board retreat, coordinates and stays abreast of ongoing board training.

Development - Assists with annual and long-range development plans. Serve as a liaison to the Friends and Foundation to assist with the annual appeal and other fundraising campaigns. Develop donor recognition plans, expand donor relationships and assist with maintaining donor lists and databases. Works closely with department managers to identify, apply for and manage grants. Assume responsibility for other fundraising campaigns.

Event Management - With the Library Director, board of trustees and foundation volunteers, this position will take lead in conceiving, planning and executing special events. This position will

also support recurring events including the Library Festival, Summer Reading, and tabling at various community events as needed.

Administrative Management and Support - Schedules, creates and distributes leadership, all staff meeting agendas and minutes. Assist with staff programs, events and meetings by arranging for facilities, caterers, coordinating speakers, planning logistics and managing event budget. Assists with maintaining office supplies.

**Education/Qualifications:**

- Bachelor's degree from an accredited school.
- Minimum three (3) years of experience in a direct support role to senior management including experience providing administrative support to a work group or department and support for executive level managers. Familiarity with non-profit operations is highly desirable.
- Community service experience

**Essential Abilities/Skills:**

- Exceptional interpersonal skills including flexibility and ability to communicate professionally and diplomatically with a wide variety of constituents
- Demonstrated ability to manage deadlines; manage competing priorities; and maintain high standards for accuracy and productivity
- Strong judgment, initiative and discretion
- Creative and self-directed with project management experience

**Preferred Skills:**

- Resident of Hudson County.
- Special events experience
- Fluency in a language other than English, especially Spanish is highly desirable.

The above job description is not a comprehensive listing of activities, duties or responsibilities that are required for the employee for this job.

The Hoboken Public Library seeks those who share our passion for serving the patrons of the Library. We strive to support and reflect our community through our dedication to equity, diversity, and inclusion. We strongly urge people of color, people who identify as LGBTQ+, people of all ages, and people with disabilities to apply. We are an Equal Opportunity Employer.

Salary: \$55-60,000

Please send your resume & a meaningful cover letter in a single PDF to [director@hoboken.bccls.org](mailto:director@hoboken.bccls.org).

Please note that this position is subject to the NJ First Act, requiring public employees to establish residency in the State of New Jersey. See N.J.S.A. 52:14-7 (L. 2011, Chapter 70) for further information.

This is a Civil Service Job and you must eventually pass and qualify for the applicable Civil Service title.

Applications close: Aug 19, 2022