Long Beach Public Library
FOUNDATION

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LONG BEACH PUBLIC LIBRARY FOUNDATION

CHIEF DEVELOPMENT OFFICER

Position Profile

THE OPPORTUNITY

The **Long Beach Public Library Foundation** seeks an accomplished, highly relational, and entrepreneurial **Chief Development Officer** to lead an ambitious new era of philanthropy in support of the Long Beach Public Library.

This is an opportunity for a seasoned development executive who understands that transformational philanthropy is fundamentally about **relationships, trust, vision, and the ability to connect a donor's aspirations with an institution's potential**.

The Foundation has established a strong base from which to grow. It supports all 12 Long Beach public libraries and, since its founding, has contributed more than $29 million to strengthen library programs, services, technology, collections, and community initiatives. Today, the Foundation provides approximately $1 million annually in philanthropic support.

As it prepares a new strategic plan in 2027, LBPLF intends to substantially increase philanthropic support for the library, deepen relationships with the community's most generous donors, and create a stronger culture of major and transformational giving.

The next CDO will help shape that plan and lead the Foundation's fundraising program to achieve it.

WHY THIS ROLE

The CDO joins at a moment when the strategy, the team, and the giving programs are all open to new leadership.

- **A true partner in the CEO.** The CDO reports directly to the Executive Director and CEO, who is actively engaged in major, planned, and endowed gifts.
- **A team to lead.** The Annual Giving Manager reports to the CDO from day one, and the Director of Philanthropic Partnerships joins the CDO's team after the first 90 days.
- **A seat at the strategy table.** The CDO will help set the philanthropic goals in the Foundation's 2027 strategic plan.
- **A giving society to shape.** The CDO will lead The Giving Branch, the Foundation's major donor society, including the design of new giving levels.
- **A base to build on.** An established donor base, a legacy society, a monthly giving program, and a board with defined giving expectations.

A MANDATE FOR PHILANTHROPIC GROWTH

The central mandate of the Chief Development Officer is straightforward: **Build relationships that lead to substantially greater philanthropic investment in the Long Beach Public Library.**

The Foundation is seeking a leader who will spend significant time **outside the office and in the community**: meeting with donors and prospective donors, listening to their interests, understanding their philanthropic priorities, cultivating their confidence, and helping them see what their investment can accomplish.

This role is built for a leader who wants to shape a program, not maintain one: a **builder, connector, and closer** who sees major gifts as the engine of philanthropic growth and who is energized by the prospect of developing relationships that can ultimately result in six- and seven-figure commitments.

The CDO will bring discipline and sophistication to the Foundation's major-gifts effort while personally participating in the most important relationships and solicitations.

THE CHIEF DEVELOPMENT OFFICER

Reporting to the Executive Director and CEO, the CDO will serve as the Foundation's senior strategist and principal relationship-builder for individual philanthropy.

The CDO will work in close partnership with the CEO, Director of Philanthropic Partnerships, Board of Directors, Library leadership, volunteers, and community leaders to identify, cultivate, solicit, and steward individuals and families capable of making significant investments in the future of the Library.

The successful candidate will be expected to develop a high-value personal portfolio of donors and prospects, establish a rigorous moves-management discipline, and create a pipeline of increasingly significant opportunities. The CDO will also help the Foundation move from a transactional approach to fundraising toward a deeper culture of philanthropy, in which donors understand the Library's aspirations, see themselves as partners in achieving them, and are invited to make investments commensurate with their capacity and interests.

PRINCIPAL GIFTS & MAJOR DONOR RELATIONSHIPS

Principal and major gifts will be at the heart of the CDO's work.

The CDO will:

- Personally cultivate a portfolio of the Foundation's highest-potential donors and prospects.
- Identify individuals, families, and family offices with the capacity and inclination to make transformational investments.
- Develop individualized cultivation strategies based on each donor's interests, values, history, and capacity, including DAFs and IRA direct donations.
- Lead or participate directly in major-gift solicitations, including five to seven-figure opportunities.
- Create compelling cases for support around the Library's strategic priorities, emerging initiatives, endowment, technology, literacy, education, and community impact.
- Develop opportunities for donors to make leadership commitments that can inspire others and leverage additional philanthropy.
- Strengthen planned and legacy giving as an important component of long-term donor relationships.
- Ensure that major donors receive exceptional stewardship and see tangible evidence of the impact of their philanthropy.

The CDO will understand that a successful major-gifts program is not measured simply by the number of solicitations made. It is measured by the quality of relationships developed, the strength of the donor pipeline, the depth of donor engagement, and the increasing scale and duration of philanthropic commitments.

BOARD ENGAGEMENT & COMMUNITY LEADERSHIP

The Board of Directors represents one of the Foundation's most important philanthropic assets.

The CDO will establish the Board as a **high-performing partner in philanthropy**, helping directors understand that their role extends beyond governance to include opening doors, making introductions, cultivating relationships, serving as ambassadors, and participating meaningfully in major-gift opportunities.

The CDO will work individually with Board members to:

- Map personal networks and philanthropic relationships.
- Identify prospective donors and influential community leaders.
- Develop appropriate strategies for introductions and cultivation.
- Equip Board members with compelling stories, data, and opportunities to share.

- Prepare directors for donor visits and solicitations.
- Encourage Board members to participate actively in stewardship and relationship building.
- Build a shared sense of responsibility for achieving the Foundation's philanthropic ambitions.

The goal is not to turn Board members into professional fundraisers. It is to unlock the relationships, credibility, influence, and passion that Board members can bring to the Foundation's development efforts.

THE VISION FOR GROWTH

LBPLF will launch a new strategic plan in 2027 with the goal of **substantially increasing philanthropic support for the Long Beach Public Library.** The CDO will help shape that plan and serve as the principal architect and driver of the fundraising strategy to achieve it.

This will require more than increasing the number of annual solicitations. It will require expanding the Foundation's **philanthropic constituency**, increasing the number and value of major gifts, identifying new sources of principal-gift support, deepening relationships with existing donors, and creating a compelling long-term case for investment in the organization.

The CDO will develop measurable strategies for:

- **Growing the pipeline.** Identify new high-capacity prospects and systematically move them from discovery to engagement, cultivation, solicitation, and stewardship.
- **Increasing gift size.** Create opportunities for donors to progress from annual support to major gifts, from major gifts to leadership commitments, and ultimately to transformational philanthropy.
- **Expanding the donor community.** Build relationships with individuals and families who may not yet have a connection to the Library but whose values and philanthropic interests align with its mission.
- **Creating urgency and vision.** Help donors understand not only what the Library does today, but what it can become with philanthropic investment.
- **Building sustainable philanthropy.** Expand endowment, planned giving, recurring giving, and multi-year commitments that provide long-term stability.
- **Measuring results.** Establish clear goals for pipeline value, donor acquisition, donor retention, upgrades, solicitations, closed gifts, and total philanthropic revenue.

THE IDEAL CANDIDATE

The ideal candidate will be an accomplished senior development professional with a demonstrated record of personally building relationships and securing significant philanthropic commitments.

More important than a particular career path is evidence of the ability to:

- Build authentic, long-term relationships with high-net-worth individuals and families, particularly focusing on the growing and younger donor cohort of the Long Beach region.
- Personally secure major and transformational gifts.
- Develop and manage a sophisticated major-gift pipeline.
- Translate an organization's mission and aspirations into a compelling philanthropic proposition.
- Earn the confidence of sophisticated donors and philanthropic advisors.
- Engage CEOs, Board members, civic leaders, business leaders, and other influential community members.
- Turn introductions into relationships and relationships into meaningful philanthropic commitments.
- Lead through influence and inspire others to participate in fundraising.
- Use data and disciplined development practices without losing the human dimension of philanthropy.
- Operate comfortably in both strategic and highly hands-on environments.

The strongest candidates will bring intellectual curiosity, emotional intelligence, persistence, optimism, excellent listening skills, and the confidence to ask for significant gifts.

They will be equally comfortable discussing a donor's family, interests, and philanthropic aspirations over coffee as they are presenting a sophisticated investment opportunity to a family foundation or leading a seven-figure solicitation.

ABOUT THE FOUNDATION

The **Long Beach Public Library Foundation (LBPLF)** is a community-based 501(c)(3) nonprofit dedicated to strengthening and expanding the impact of the Long Beach Public Library. Working in partnership with the Library, the Foundation mobilizes philanthropic resources that complement public funding and enable the Library to provide programs, services, collections, technology, and experiences that enrich the lives of residents throughout Long Beach.

Long Beach's libraries serve as trusted community spaces where children develop a love of reading, students and adults gain access to technology and information, families participate in educational and cultural programs, and residents of all ages connect with one another. The Library also plays a growing role in digital access, workforce development, lifelong learning, and civic engagement.

The Foundation offers donors an opportunity to invest in an institution with broad and visible community impact. Through individual giving, major gifts, planned giving, corporate and foundation partnerships, and special events, LBPLF is building a strong and sustainable philanthropic base for the Library's future. Donor programs include The Giving Branch, the Carnegie49 legacy society, and Luminaries monthly giving.

About Long Beach: **A City Creating New Wealth and Opportunity**

Long Beach is undergoing a significant economic transformation, emerging as a nationally recognized center for space, aerospace, advanced technology, clean technology, and advanced manufacturing. The city's growing “Space Beach” ecosystem includes companies such as Rocket Lab, Relativity Space, Vast, True Anomaly, JetZero, and other technology-driven enterprises, alongside substantial new investment and high-wage employment. More than 6,500 people now work in Long Beach's space and aerospace design, engineering, and advanced manufacturing sectors, with additional major investment underway. This expansion is creating a new generation of entrepreneurs, executives, investors, and high-net-worth residents whose personal and philanthropic wealth is increasingly connected to Long Beach.

For the Long Beach Public Library Foundation, this economic evolution represents a compelling opportunity to build relationships with emerging wealth, engage a new generation of civic philanthropists, and convert the city's economic growth into long-term philanthropic investment in the Library and the community it serves.

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ESSENTIAL RESPONSIBILITIES

1. Major Gifts & Principal Gifts: Primary Responsibility

Develop major and principal gifts as the Foundation's principal engine for philanthropic growth.

- Establish and manage a portfolio of high-capacity donors and prospects.
- Personally cultivate relationships with major and prospective donors through face-to-face meetings, visits, events, correspondence, and other meaningful engagement.
- Identify prospects capable of making six- and seven-figure commitments and develop individualized strategies for their cultivation and solicitation.
- Lead or participate personally in major-gift solicitations in partnership with the CEO, Board members, Library leadership, and other appropriate volunteers.
- Develop multi-year, transformational, endowment, planned-gift, and other significant philanthropic opportunities.
- Develop strategies to increase the size and duration of existing donor commitments.
- Ensure that major donors receive sophisticated, personalized, and timely stewardship.
- Identify opportunities to convert annual and event donors into major-gift prospects.
- Develop strategies for engaging spouses, families, next-generation philanthropists, donor-advised funds, family foundations, and other sources of significant philanthropic capacity.
- Lead The Giving Branch, the Foundation's major donor society, as a strategic initiative, including the design of tiered giving levels.

2. CEO & Board Partnership

Develop an exceptionally effective partnership with the CEO and Board in advancing philanthropy.

- Serve as the CEO's principal development strategist and partner in the major gifts area.
- As assigned:
  - Work with the Board Chair and development-oriented Board members to establish clear expectations for Board participation in fundraising.
  - Prepare Board members for donor introductions, cultivation meetings, solicitations, and stewardship.
  - Develop individualized engagement strategies for Board members based on their interests and networks.
  - Provide the CEO with regular reports on pipeline activity, major prospects, solicitations, commitments, and fundraising performance.

3. Donor Relations & Stewardship

Build enduring relationships that extend well beyond the solicitation.

- Establish a sophisticated donor stewardship program for major and principal donors.
- Ensure that donors understand the impact of their investments through timely reporting, personal communications, Library experiences, and leadership engagement.
- Develop opportunities for donors to deepen their relationship with the Library and its leadership.
- Create recognition and engagement strategies appropriate to donors' interests and giving levels.
- Maintain regular personal contact with the Foundation's most important donors.
- Develop strategies for renewing and increasing multi-year commitments.
- Ensure that stewardship is integrated into the overall donor relationship strategy rather than treated as an administrative function.

4. Individual Giving & Donor Pipeline Development

Build a broader constituency of individual philanthropists.

- Develop strategies to identify new high-capacity prospects in Long Beach, the broader Los Angeles region, and beyond.
- Establish systematic qualification processes for prospects.
- Develop strategies to move donors from entry-level giving to increasingly significant commitments.
- Analyze giving patterns and wealth indicators to identify upgrade opportunities.

- Develop relationships with emerging philanthropists and younger high-net-worth individuals.
- Strengthen the Foundation's recurring, annual, planned, and legacy giving programs as pathways into deeper donor relationships.
- Work collaboratively with staff responsible for events and annual giving to ensure that those programs contribute meaningfully to the major-gift pipeline.

5. Development Operations, Data & Accountability
Build the infrastructure necessary to support ambitious fundraising.
- Establish clear development policies, procedures, goals, and performance measures.
- Ensure accurate and effective use of the Foundation's donor database and prospect-management systems.
- Maintain current information on donor capacity, interests, relationships, cultivation activity, and giving history.
- Develop dashboards and reports that allow leadership to evaluate fundraising performance.
- Establish realistic revenue projections and regularly monitor performance against goals.
- Ensure compliance with applicable fundraising, gift-acceptance, privacy, and nonprofit requirements.
- Collaborate with finance staff to ensure accurate recording and reporting of philanthropic commitments.
- Lead, mentor, and develop development staff, including the Annual Giving Manager and, after the first 90 days, the Director of Philanthropic Partnerships.

First-Year Priorities
During the first 12 months, the CDO is expected to:
- **Assess**. Conduct a comprehensive assessment of the existing development program, donor base, prospect pipeline, systems, staffing, Board engagement, and revenue opportunities.
- **Build the portfolio**. Establish a personal portfolio of the Foundation's highest-priority major and principal-gift prospects.
- **Create the strategy**. Develop a detailed multi-year development strategy and roadmap for achieving the Foundation's philanthropic growth goals.
- **Activate the Board**. Establish a practical Board engagement strategy that converts Board relationships and networks into meaningful donor introductions and cultivation opportunities.
- **Strengthen the pipeline**. Identify new high-capacity prospects and establish disciplined qualification and moves-management practices.
- **Pursue major gifts**. Personally advance a select group of significant donor relationships toward solicitation and commitment.
- **Sharpen the case.** Work with the CEO and Library leadership to articulate several compelling, donor-ready opportunities for significant investment.
- **Establish accountability.** Implement a concise set of fundraising metrics and reporting practices that allow the CEO and Board to see clearly whether the Foundation is meeting its goals.

Qualifications & Experience

- Bachelor’s degree required*; advanced degree or CFRE a plus.
- Minimum 7 years of progressive frontline fundraising experience, including a record of personally closing major gifts.
- Experience with planned giving vehicles and endowment gifts.
- Minimum 3 years of experience supervising development staff.
- Proficiency with donor databases and moves management; Raiser’s Edge preferred.
- Exceptional relationship-building, listening, writing, and presentation skills, with discretion in handling confidential donor information.
- Valid California driver’s license and access to a vehicle.

**educational requirement may be waived in consideration of significant professional experience*

Leadership Competencies

- **Relationship Builder** - Builds genuine, trusted relationships and understands that significant philanthropy develops over time.
- **Major-Gift Fundraiser** - Has the confidence, discipline, and judgment to qualify prospects, develop relationships, make the ask, and close significant gifts.
- **Strategic Thinker** - Sees beyond annual revenue goals and builds a long-term philanthropic strategy capable of achieving the Foundation's long-term ambitions.
- **Influential Partner** - Works effectively with the CEO, Board, Library leadership, donors, volunteers, and community leaders.
- **Entrepreneurial Builder** - Identifies opportunities that others may not see and is willing to build new relationships, programs, and fundraising strategies.
- **Excellent Listener** - Understands that effective philanthropy begins with understanding what matters to the donor.
- **Community Connector** - Has the credibility, curiosity, and interpersonal skills to develop relationships across Long Beach's philanthropic, business, civic, cultural, and community leadership.

Working Relationships

The CDO will work particularly closely with:

- Executive Director & CEO: strategic planning, major-donor relationships, principal-gift solicitations, Board engagement, and organizational leadership.
- Board of Directors (as directed): prospect identification, introductions, donor cultivation, solicitations, stewardship, and philanthropic advocacy.
- Long Beach Public Library Leadership: development of the case for support, identification of priorities, donor engagement, and program impact.
- Development Staff (Annual Giving Manager and Director of Philanthropic Partnerships): portfolio management, institutional giving, annual giving, events, communications, database management, and stewardship (AGO and DPP to report to CDO after 90 days).

Work Environment And Benefits

This is a hybrid position based in Long Beach. Some evening and weekend work is required for donor events, along with local and occasional regional travel.

LBPLF is an equal opportunity employer committed to building a diverse and inclusive workplace.

Compensation

$120,000–$140,000 depending on experience. Benefits include 100% employer-paid medical, dental, and vision coverage; SIMPLE IRA with a 3% employer match; generous paid time off, including vacation, sick time, and paid holidays; team bonuses at the discretion of the Executive Director/CEO (within board-approved budget); and a cell phone stipend.

To Apply: visit https://www.findaleader.org/positions/LBPLF-CDO for full details. Applications without a cover letter and resume will not be considered.