



PUBLIC FELLOWS PROGRAM

Job Title:	Special Projects Coordinator
Organization:	New York Public Library
Department/Office:	Office of Development
Location:	New York, NY
Stipend:	\$60,000 per year with health insurance for fellow and additional benefits
Start Date:	July 2, 2012

ORGANIZATION DESCRIPTION

The New York Public Library (NYPL) is the most heavily used library system in the United States with over 27 million items borrowed and 45,000 programs offered last year alone. From programs in the digital humanities to classes in English for Speakers of Other Languages, NYPL serves a diverse constituency of users. The Library's neighborhood community libraries and research centers provide free and democratic access to their resources, services, programming, and exhibitions to more than 18 million people each year. Research and circulating collections combined contain more than 65 million items; and the Library's website, www.nypl.org, receives over 31 million visits annually from around the world.

POSITION DESCRIPTION

NYPL's Office of Development raises funds from private and public sources - individuals, corporations, foundations, and government agencies - to support a spectrum of vital programs and services across its 87 circulating branch libraries and four research centers.

With the goal of broadening the Library's donor prospect pool to support certain areas of need and under the direction of the Director of Individual Giving, the Special Projects Coordinator will develop creative cultivation and solicitation strategies for individual and institutional donors particularly for projects related to the research centers and the Library's major literacy initiatives. Projects will include identifying prospective funding sources and preparing research for review and recommendation of strategy.

This position will assist in stewardship and cultivation of donor and prospect relationships, including communications and coordination of written or other responses to requests for information. The position will also assist with the individual donor and prospect research process by identifying areas of wealth and propensity of support.

The Special Projects Coordinator will be positioned in the Office of Development but work directly with colleagues in programmatic departments on the development and coordination of proposals and reports.

This position is *only* available through the ACLS Public Fellows program.
You may *not* contact the host institution to inquire about this position.

QUALIFICATIONS

- Ph.D. in a relevant field of the humanities and humanistic social sciences.
- Strong writing, research, and speaking skills.
- Ability to collaborate with multiple constituents and synthesize information from diverse sources.
- Excellent interpersonal and organizational skills.
- Flexibility, initiative and good problem-solving; ability to move with shifting priorities.
- Ability to work on parallel tracks, under tight deadlines.
- Experience in not-for-profit cultural organization and/or the public sector is highly desirable as is interest in and awareness of issues in funding for the arts and cultural affairs.

APPLICATIONS

- Information on the ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- Have to be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: Wednesday, March 21, 2012, 6pm EDT

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