

## **Boulder Library Foundation Executive Director Job Description**

The Boulder Library Foundation (BLF) has proudly supported the Boulder Public Library for nearly 50 years. Through advocacy for the library and financial support for library programs, BLF's vision is a community of lifetime learning and participation — with the library as its wellspring. BLF grants for programs that increase literacy, offer cultural opportunities for all and promote innovation are at the core of the BLF's financial support. BLF also provides capital support for important Boulder Public Library (BPL) projects, most recently the new North Boulder Branch Library.

Since its inception in 1974, BLF has been a quiet but effective non-profit run by a volunteer board. Until recently, almost all functions have been tasked to board members. Within the past few years, the BLF has hired several paid staff to further our mission. In the interest of furthering our impact, the board is seeking a dynamic executive director to continue maturing the organization. The person hired for this position will be the first ever ED for BLF which will bring both the opportunity for significant impact and also occasional growing pains so the final candidate must be well-versed in both operational aspects (fundraising, outreach, engagement and execution) as well as strategic and organizational elements (planning, staff and organizational development, and evangelizing the mission and vision).

#####

The Boulder Library Foundation (BLF) in Boulder, Colorado, seeks an innovative, experienced and dynamic individual, with demonstrated leadership success in the nonprofit sector, excellent financial development skills and a love of libraries to serve as its Executive Director (ED). In all capacities, the ED works closely with the Board of Directors and staff in accomplishing BLF's mission, providing strategic leadership, strengthening the organization and achieving high levels of performance. The ED's vision, skills, and enthusiasm will enable BLF to successfully implement its strategic plan and sustainably grow the organization and support for the Boulder Public Library (BPL). The ED will foster broad inclusiveness and collaborative teamwork.

The ED implements programs and policies furthering the mission, vision, and strategic plan of the organization, in collaboration with the Board of Directors and its Executive Committee. The ED has operational authority and responsibility for all BLF operations:

- Financial Management
- Staff Management and Development
- Financial Development and Fundraising
- Outreach and Community Engagement
- Governance

- Advocacy

## **ESSENTIAL DUTIES**

*Strategic Leadership:* The ED promotes and incorporates strategic thinking to bring the organization's mission and vision to life in the form of concrete initiatives. The ED has a firm grasp of local, state, regional and national trends in library funding and library foundations. The ED executes the goals of the BLF and implements systems and procedures that capture and track key indicators of performance. The ED also recommends to the board of directors any changes or enhancements regarding resource allocation, organizational structure and HR policies.

*Organizational Management:* The ED is responsible for day-to-day management of the BLF. ED responsibilities include: staff management, hiring and performance reviews, contract administration, and overseeing board of director meetings and board relations. The ED also serves as a professional role model for staff and is committed to their professional development by fostering growth, learning, and experimentation.

*Development:* Working closely with the Board of Directors and staff, the ED takes an active leadership role in identifying, cultivating and securing major donors; applying for and obtaining significant grants; and cultivating and engaging sponsors for events. Development will constitute a significant portion of the ED's job responsibilities and encompass duties often associated with a development director since BLF does not currently have a dedicated development director.

*Financial Management:* Working closely with the Executive Committee, the Treasurer, and the Finance Committee, the ED establishes and maintains strong accounting and financial management protocols and procedures. The ED will provide the Board with regular financial analysis, cash flow, and P&L reports. In consultation with the Board of Directors and the Finance Committee, the ED hires the auditor, oversees audits, and implements auditor recommendations for improving financial controls and management practices.

*Community Engagement:* The ED develops and maintains collaborative relationships and communications with the library director and library staff, governmental, civic, business, academic, and cultural leaders and organizations in the Boulder area in particular, but also in metropolitan Denver. The ED seeks to grow and expand BLF's role in the community, enhancing support for its programs and funding initiatives, and achievement of near-term and long-term objectives.

*Advocacy:* The ED actively advocates for BLF and BPL, and also more generally for sustainable library funding., Coordinating with appropriate community groups and individuals seeking to further that goal and augmenting their activities through collaborative efforts with BLF will also be critical.

*Governance:* The ED should have a comprehensive understanding of, and experience with, legal and regulatory issues relevant to nonprofit enterprises. The ED will be responsible for

identifying and guarding against risks to BLF, preventing liabilities and assuring compliance with BLF's bylaws. The ED is responsible for the regular submission of corporate, tax, and other required filings and licenses.

## **QUALIFICATIONS**

- Demonstrated leadership and management skills in the nonprofit sector
- Demonstrated fundraising success for nonprofit causes
- Ability to work with and manage a volunteer board of directors
- Experience creating and managing operating budgets
- Ability to represent the organization to the community
- Knowledge of nonprofit governance
- Knowledge of nonprofit legal and regulatory issues
- Commitment to inclusiveness and diversity
- Strong work ethic, team mentality, and innovative approach as reflected by the following qualities:
  - Takes initiative and leads with self-direction
  - Works independently
  - Creative problem-solving skills
  - Enthusiastic
  - Dynamic
  - Flexible
  - Organized
  - Collaborative
  - Demonstrated ability to complete tasks on time
- Passion for libraries and their critical role in 21st Century literacy, strong communities, and cultural appreciation

### Required Education, Experience and Attributes:

- Bachelor's Degree in a relevant field, Master's Degree preferred.
- Eight or more years working at nonprofit organizations in marketing, development, HR, finance or related fields.
- Two years of direct fundraising/development experience.
- Five or more years of nonprofit management experience in an operational environment.
- Three to four years leading and scaling organizations and staff with demonstrated success in having developed and operationalized strategies that have taken an organization to the next stage of growth.

- Three to four years of organizational management with the ability to coach, manage, and develop high-performance staff, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Work experience with libraries and/or library foundations preferred