



Little Free Library | Executive Director Posting and Job Description 03052019

Mission: Little Free Library is an award-winning nonprofit organization that promotes reading, builds community, and sparks creativity by fostering neighborhood book exchanges around the world.

There are more than 80,000 registered Little Free Libraries in all 50 states and over 90 countries. Through these Little Libraries, millions of books are exchanged each year, profoundly increasing access to books for readers of all ages and backgrounds.

As Little Free Library celebrates its 10th anniversary, we are embarking on an exciting and expansive future. Moving quickly to the milestone of 100,000 libraries, Little Free Library has received positive press from media outlets, attracted strong partnerships in both the corporate and nonprofit arena, and engaged thousands of active, committed library stewards.

Position Posting: Executive Director

The Executive Director is uniquely positioned to lead Little Free Library as it begins its next decade of expanding both book access and engagement of readers and communities throughout the United States and around the world.

Little Free Library seeks a visionary leader with a solid track record of growing organizations through strategic and impactful partnerships and sound business acumen.

The incoming Executive Director will demonstrate knowledge of new philanthropic and nonprofit trends and opportunities, a strong understanding of social media/technology platforms, the importance of statistical and qualitative data, and a commitment to ongoing professional development at all levels of the organization, while working collaboratively with an engaged Board of Directors and dedicated staff.

In addition, the Little Free Library Executive Director is responsible for an organization that continues to build and serve a dynamic, expanding community of dedicated stewards who are committed to the mission of book access and community building. Little Free Library seeks candidates experienced in leading organizations serving a large, engaged network of volunteers, supporters, and donors.

Position Description: Reporting to the Board of Directors, the Executive Director is responsible for implementing policies established by the Board of Directors, establishing and executing major goals and objectives for the organization and has overall day to day operational responsibility for the organization. The Executive Director represents the organization to the community, donors, funders, stewards, supporters, and the general public.

While Little Free Library has increased its physical presence significantly over the past ten years, the next Executive Director will build upon its past successes to capitalize on the tremendous growth potential of the organization for new programs, additional fundraising initiatives and continued expansion of the reach and positive impact of the organization.

Travel will be commensurate with the business needs.

Duties and Responsibilities

General:

- As spokesperson for the organization, has strong public speaking skills
- Executes board-approved policies
- Directs and oversees short and long-term strategic plans
- Attends board meetings and provides support to the Board of Directors
- Maintains effective and cost-efficient programs
- Develops and implements operational plans, policies, and goals that further the mission of the organization
- Maintains official records and documents, and ensures compliance with federal, state and local regulations
- Maintains a working knowledge of developments and trends in the field
- Sees that the board is kept fully informed regarding the organization and environment
- Builds and maintains a culture which attracts, keeps, and motivates a diverse staff committed to the mission

Financial:

- Ensures accurate and complete financial and accounting records of the organization
- Ensures that financial goals are achieved, and operating expenses are within budget
- Works with the board in the preparation of the annual budget
- Ensures that financial controls are met, and government filings are completed

Fundraising:

- Expands and maintains fundraising activities to support and grow existing programs
- Targets and develops grant proposals
- With the Board of Directors, manages fundraising campaigns and donor cultivation

Human Resources:

- Hires, supervises and when necessary dismisses staff
- Leads, coaches and develops the organization's staff to create a high-performing team
- Ensures that job descriptions are current
- Conducts performance appraisals as required
- Formulates and implements corrective action as needed
- Ensure volunteers are engaged and recognized for their work

Qualifications:

- At least a BA in Nonprofit Management, Business, or related field with 5+ years of senior management experience working in a national organization
- Is passionate about our mission and can relate it to others
- Is excited to grow personally along with the organization
- Is proficient at managing major funding campaigns
- Is organized and deadline oriented
- Has excellent partnership skills and the ability to work with private and public sectors
- Is flexible and has a collaborative approach to problem solving
- Maintains a positive attitude that encourages participation and enthusiasm
- Respects other people's viewpoints and skills, has good listening and communication skills
- Relates to people of all socio-economic and cultural backgrounds; thus, able to create an organizational culture that appreciates and respects differences
- Displays integrity, self-confidence, persuasiveness, decisiveness, and creativity

Additional Information

The Little Free Library office is located in Hudson, Wisconsin, just east of the Twin City metro area.

How to Apply

Send your resume and cover letter, along with three references, to: sking@littlefreelibrary.org

Thank you for considering our position; we look forward to hearing from you!