



## **The Opportunity:**

The California Library Association is looking for a dynamic part-time Executive Director to join a membership organization of dedicated library professionals.

## **Organizational Overview:**

The California Library Association (CLA) is a 501(c)(3) non-profit charitable professional organization, established in 1895 under the title of "Library Association of Central California." CLA has enjoyed a rich and memorable history for over 130 years.

CLA has nearly 2200 Individual, Business, and Institutional members. Individual members include librarians, library employees, library school students, library support group members, trustees, and retirees as well as members of the general public who wish to support California libraries. CLA Business members represent a wide range of library-supporting businesses, whereas Institutional members include library institutions and systems who support the association's advocacy programs.

CLA provides professional development and advocacy support for its members and the California library community at large. CLA administers the California Center for the Book programming. Additionally, CLA supports the administration of the California Summer Reading Program as well as further summer enrichment programs funded by the David and Lucile Packard Foundation.

The California Library Association is committed to advocating for, supporting and promoting libraries and to helping library staff develop the knowledge and skills needed to for success in the 21<sup>st</sup> century.

## **Position Description:**

Half-time (20 hrs/wk) independent contractor position reporting to Board of Directors and working with the CLA Board, committees, members, and staff to guide the association's strategic direction, and develop and implement the strategic plan. The Executive Director is responsible for overseeing and coordinating 2 FTEs.

Candidate may telecommute but will be required to be present at CLA's Southern California office location approximately five days per month and for up to two weeks during annual conference planning.

## **Overview of Responsibilities:**

**Financial:** Responsible for CLA budget and finances, including investments, and for overseeing grant applications and implementation of grant funds. Oversee and supervise bookkeeper and accountant.

**Compliance and Accountability:** Responsible for CLA insurance, audit, and 501(c)(3) compliance.

**CLA Board and Committees:** Conduct Board development, provide support to the Board, and plan regular and special (e.g. orientation/training/planning) Board Meetings. Work with Board and committee members to make appointments. Sit on and participate in standing committees and assist in implementation of ideas.

**Partnerships and Fundraising:** Conduct fundraising, partnership development, and special projects and initiatives designed to generate revenue.

**Advocacy:** Support the work of the Advocacy and Legislation Committee.

**Conference:** Oversee all conference operations; negotiate contracts; liaise with hotel, conference managers, and contractors; liaise with sponsors and ensure they receive appropriate benefits and recognition; work with conference planning chairs to develop conference program and activities.

**Visibility:** In collaboration with the CLA Board President, represent CLA on state/national committees/task forces and ALA and other state chapters.

#### **Qualifications and Education Requirements:**

- Bachelor's Degree or higher
- 5 or more years in Nonprofit Management, Library Management or related fields
- Demonstrated experience in large scale project management or event/conference planning
- Demonstrated strong interpersonal skills, communication skills and ability to work effectively with staff, board and organization members
- Demonstrated leadership skills and management experience
- Demonstrated success in fund raising, grant writing and advocacy

#### **Salary:**

Minimum compensation of \$50,000 negotiable dependent upon the experience and qualifications of the successful candidate, with reasonable allowance for travel expenses as appropriate.

Interested candidates should send a Letter of Interest and Resume to CLA President Misty Jones at [mnjones@sandiego.gov](mailto:mnjones@sandiego.gov). Position is open until filled.