

Executive Director Search

Citizens for Maryland Libraries

Who We Are: Citizens for Maryland Libraries is a strong statewide network of individuals and organizations who value Maryland libraries. It is the major voice of citizen advocates for library service throughout Maryland.

Position Summary: The Executive Director supports the goals of the organization and provides day-to-day management of Citizens for Maryland Libraries.

Responsibilities:

Coordinates, attends and actively participates in the meetings of the Board of Directors of Citizens for Maryland Libraries (CML), which are held 4 to 6 Saturday mornings per year.

Prepares meeting agendas and supporting materials as directed by the President.

Arranges for and sets up meeting rooms, and/or coordinates hosting of online meetings. Distributes meeting materials. Researches issues in advance and follows through on tasks that emerge from the meeting, as directed by the President.

Assists in the development of CML strategic and marketing plans, and assists in their execution. Updates plans as directed.

Works with the Treasurer to prepare and maintain CML annual budget. Supports the work of the Treasurer by submitting expenses, preparing invoices, and distributing financial reports for Board of Directors meetings.

Supports the work of the Secretary by forwarding minutes as required and maintaining files of minutes, agendas, bylaws, resolutions etc.

Takes major responsibility for on-going communication of the Officers, the Board of Directors and the membership. Maintains Board roster, committee lists, mailing lists, correspondence files and other print and electronic files.

Uses Wild Apricot Membership Management Software to maintain CML's membership database and to set up membership renewal notices. Sends out announcements, etc. Participates in membership drives, as assigned.

Supports the work of the newsletter editor– researches and writes for the bi-annual newsletter, assists in obtaining photos, works with graphic designer to ensure posting on CML website. Coordinates distribution of newsletters at in-person events.

Plans and coordinates the CML Annual Meeting, in partnership with Maryland State Library staff. Coordinates CML's active role in ongoing and special library events, including the Maryland Library Association Annual Conference and Library Legislative Day.

Represents CML, the President and/or other officers as directed in working with other organizations, libraries, etc. Develops and maintains good relationships with appropriate organizations.

Promotes and publicizes CML, e.g., writes and distributes press releases, posts on web sites, social media and list serves, and supports CML homepage by developing and submitting copy to the Webmaster.

Maintains CML files, office supplies, postage etc.

Knowledge, Skills and Abilities:

Strong communication and interpersonal skills.

Strong organizational skills.

Proficiency in technology software and social media.

Ability to represent CML with a strong sense of passion for its work.

Qualifications

Required: Bachelor's Degree

Preferred: Experience working with a volunteer board

Working Conditions

This position is part time, approximately 25 hours a month. Pay \$30.00 per hour. No benefits.

Must have home office with sufficient hardware, software and bandwidth to support the business of the organization, including hosting online meetings as needed.

Must be able to travel to meetings throughout Maryland, arrange for set up of meeting rooms and bring meeting supplies. Mileage is reimbursed.

To apply, send letter of interest and resume to CML@citizensformarylandlibraries.org. The first consideration will be given to applications received by September 1, 2021. Applications will be accepted until position is filled.

Contact CML

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