



## **Executive Director**

Citizens for Maryland Libraries (CML) seeks an innovative and enthusiastic manager for the position of Executive Director, a key position within the organization. Reporting to the Board of Directors, the Executive Director will support the work and mission of CML. She or he will run the day-to-day operations and partner with volunteers and colleagues in the field to further the work of the organization.

Amid the changes taking place in libraries around Maryland and the country, CML is poised to further its work as it embarks on developing a new strategic plan with a focus on advocacy. The Executive Director will play a vital role in helping the library define and implement CML's vision for its future.

*To be considered for this position, applicants must apply send a letter of interest and resume to: [CMLEDsearch@gmail.com](mailto:CMLEDsearch@gmail.com). The application deadline is May 8, 2017. Applications will be accepted until position is filled; first consideration will be given to applications received by the deadline.*

## **Responsibilities**

### ***Management & Planning***

- Represent CML, the President and/or other officers as directed in working with other organizations, libraries, etc.
- Develop and maintain good relationships with appropriate organizations and advocates
- Assist in the development of a CML strategic plan and marketing plan, and assist, as directed, in their execution; update plans as required and directed
- Assume active role in the development and execution of the annual meeting, working with Division of Library Development and Services (DLDS), Maryland Library Association (MLA), etc., as directed
- Attend and actively participate in the meetings of the Board of Directors, preparing meeting agendas with the President; researching issues in advance and following through on tasks that emerge from the meeting as directed by the President/Executive Committee

### ***Marketing & Membership***

- Support the Organization's membership by planning and executing membership drives to include sending membership renewal notices, maintaining the membership databases, and membership materials
- Ensure effectiveness of membership drives and outreach efforts by regularly evaluating, measuring and reporting results
- Support the work of the Communications Committee by taking responsibility for mailings, participating in social media presence, coordinating and sending the Advocate e-newsletter and other e-mail communications, and serve as a web editor on the CML website
- Support CML special projects

### ***Administrative***

- Prepare and maintain CML annual budget with the Treasurer and finance committee
- Support the work of the Secretary by forwarding minutes as required; maintaining historic files of minutes, agendas, bylaws, resolutions, etc.
- Responsible for the on-going communications of the Officers, the Board of Directors, and the membership
- Prepare the Annual Report
- Maintain committee rosters, mailing lists, correspondence files, print, and electronic as needed
- Maintain CML office (supplies, postage etc.)
- Maintain CML accounts such as bank, membership database, contracts, payment (i.e. Paypal), accounting, mail (post office box)

### **Qualifications**

The Executive Director will be committed to the mission and work of CML. The selected candidate will have proven leadership, administrative, and relationship management experience.

- Bachelor's degree required
- Experience with public libraries preferred
- Past experience working with a volunteer Board of Directors
- Strong written and verbal communication skills; a persuasive communicator with excellent interpersonal and multidisciplinary project skills
- Ability to work effectively in collaboration with diverse groups of people
- Excellent organizational and administrative skills
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Ability to work approximately 25 hours a month to include Saturday board meetings (quarterly)

*Updated April 18, 2017*