



## **POSITION AVAILABLE: Executive Director, Cotuit Library**

### **THE ORGANIZATION**

Located in central Cape Cod, the Cotuit Library is a 501 (c)(3) nonprofit organization established in 1874. As its vision statement notes, it is the heart of the village – today and for generations to come.

The Library’s mission is to enhance village life by providing a place where community gathers and all individuals achieve personal growth. Located in a National Historic District, Cotuit is noted for its vibrant and innovative programming and outreach, its friendly staff and its collections of Art books, mysteries and Talking Books. The Town of Barnstable’s Kirkman Collection of historic books and ship models is housed at Cotuit, and patrons and visitors enjoy the beauty and accessibility of the building’s elegant architecture as well as its comfortable, welcoming atmosphere.

### **THE OPPORTUNITY**

The Board of Trustees seeks a visionary Executive Director (E.D.) with a proven track record of generating diverse engagement, creating financial support and undertaking ambitious and innovative programming.

As the Cotuit Library prepares to celebrate its 150<sup>th</sup> birthday, the Board seeks a high energy, enthusiastic, innovative, and creative Executive Director with vision, superb communication skills, a strong public service orientation and the ability to engage the community in committing to launching the library into its next 150 years.

This is an exciting opportunity for someone looking to take charge and build on Cotuit’s positive reputation in the community it serves. The organization seeks someone who can open doors of collaboration, has a passion for local community, seeks to increase inclusion and accessibility and can foster donor relationships to grow the organization to expand and enhance its impact in the community.

The Executive Director is responsible for promoting the mission and vision of the Cotuit Library while working in close collaboration with the organization’s nine-person Board of Trustees. The E.D. will help define the library’s strategic direction, ensure that resources are in place to accomplish important mission goals, recruit and retain staff, keep teams motivated and capable of exceeding expectations, and build the kind of nonprofit culture that supports the Library’s mission.

### **THE POSITION DESCRIPTION**

The Executive Director is the chief executive officer of the Library and provides strategic, visionary and inspirational leadership. The E.D. is responsible for every phase of operating the Library, including: cultivating

key partnerships and donor relationships; acting as the face and voice of the Cotuit Library in the community; ensuring that all activities, projects and services are produced and carried out in an effective, professional and timely manner; overseeing staff and volunteers; developing and managing the budget; and working closely with the Town of Barnstable. The Executive Director develops and implements short and long-term strategic plans to grow and strengthen the organization's ability to have a positive impact. The Executive Director will set strategy and vision, build the Cotuit Library culture, lead the seven-person professional staff and generate and allocate resources appropriately. Working with the Board, the Executive Director will set important goals for the organization and work systematically to meet them.

This position reports to the Board of Trustees and actively participates in the meetings of the Board. The new Executive Director will make it a primary goal to carry out the goals of the library's recently completed strategic plan in collaboration with the Board of Trustees. The E.D. will assess and evaluate strategies, hire staff, set budgets, forge alliances and build partnerships to further the mission. The E.D. will actively promote the Cotuit Library to build its financial reserves and goodwill and be accountable, along with the Board of Trustees, for the financial health of the organization.

The E.D. will play a critical role in building the culture of the Cotuit Library around service, accountability and results so that the very best personnel in the field find Cotuit to be a solid professional home with ample opportunity for advancement and professional growth. The E.D. will be invested in training and mentoring staff and in capacity-building of the organization.

The ideal candidate must be comfortable with current technology, be aware of future library and publishing trends and possess excellent communication and interpersonal skills, both verbal and written. This person should have the ability to analyze business and professional journals, financial reports and legal documents. They must be skilled in sensitively and effectively responding to and reaching out to members of the community, staff and the Library's Board of Trustees.

## THE SPECIFIC DUTIES AND CORE RESPONSIBILITIES

The Executive Director is the key management leader of the Cotuit Library. The E.D. is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include advocacy, fiscal management, fundraising, marketing and community outreach. The position reports directly to the Board of Trustees. Core duties and responsibilities include:

**1) Board Governance:** The Executive Director works collaboratively with the Board of Trustees in order to fulfill the organization mission. The Executive Director is responsible for:

- Leading the Cotuit Library in a manner that supports and guides the organization's mission as defined by the Board of Trustees.
- Communicating effectively, and with complete transparency, with the Board, and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Working with, and at the direction of, the Board of Trustees to cultivate board involvement, enhance board recruitment and training and establish succession planning.
- Reporting to, and working closely with, the Board of Trustees in policy decisions, fundraising and effectiveness and visibility of the organization.
- Administering Board policies, making policy recommendations to the Board.

- Preparing monthly reports of Library business and summaries of Library service activities for the Board.
- Providing staff support to the Board by assisting with and attending meetings.
- Directing and promoting orientation and continuing education for Board members.
- Providing professional expertise and guidance to the Board including but not limited to: presenting information on pertinent legislation from local, state, and federal agencies; introducing best practices in nonprofit management; and presenting trends in library technology, funding and management.

**2) Fundraising:** The Executive Director oversees all efforts involved in raising funds for the organization. The Executive Director is responsible for:

- Fostering a strong relationship with leaders of the Town of Barnstable to assure maximum support.
- Identifying, cultivating and pursuing all funding sources, including corporate, individual, foundation and government funding.
- Overseeing the annual fundraising efforts.
- Soliciting major gifts.
- Identifying and pursuing grants.
- Leading a major endowment campaign to strengthen and sustain the Library's financial stewardship.

**3) Financial Performance and Viability:** The Executive Director develops resources sufficient to ensure the financial health of the organization. The Executive Director is responsible for:

- Fundraising and developing other revenues necessary to support Cotuit's mission.
- Working closely with state and town government officials involved in Library funding.
- The fiscal integrity of the Cotuit Library, to include submission to the Board of a proposed annual budget and monthly financial statements that accurately reflect the financial condition of the organization.
- Fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position.
- Compliance with relevant state and federal laws, regulations and with standard accounting procedures.

**4) Organization Mission and Strategy:** The Executive Director works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach. The Executive Director is responsible for:

- Leading strategic planning with the Board to ensure that Cotuit can successfully fulfill its mission into the future, and implementing programs that carry out the organization's mission.
- Enhancing Cotuit's image by being active and visible in the community and by working closely with other professional, civic, and private organizations while serving as the Library's primary spokesperson to the organization's constituents, the media and the general public.
- Establishing and maintaining fruitful relationships with the Town of Barnstable, governmental agencies and political representatives in order to utilize those relationships to strategically enhance the Cotuit Library's mission.
- Leading outreach in the community to present the Cotuit Library, its vision and services through public presentations, interaction with local media and participation in relevant business events, conferences and gatherings.
- Keeping Cotuit current and at the forefront of regional community service philanthropic organizations and maintaining project partnerships with other library groups and related nonprofit organizations.

- Developing and maintaining material for the Library’s website and increasing the organization’s social media presence on other platforms.

**5) Organization Operations:** The Executive Director oversees and implements proper resources to ensure that the operations of the organization are appropriate. The Executive Director is responsible for:

- Hiring and retaining competent, qualified staff.
- Ensuring the effective administration of Cotuit’s internal operations.
- Signing all notes, agreements and other instruments made and entered into and on behalf of the organization.
- Overseeing all marketing and communications efforts.
- Maintaining and expanding the social media presence of the organization.

## IDEAL ATTRIBUTES

The ideal candidate for this position will embody many, if not all, of the following characteristics:

- Be enthusiastic, inspirational, and demonstrate a positive attitude and a passion for serving in our community, building relationships, and enhancing the connection between the Library and its constituents
- Have previous non-profit management experience including familiarity with fundraising and grant management, strategic planning, budget development and oversight, administration and working with a Board of Trustees
- Experience leading and managing change
- Ability to advocate for the Library with town government
- Demonstrate strong motivational and staff leadership abilities
- Work with minimal direction
- Excellent communication and presentation skills and public speaking experience
- Ability to work well with others, and have a sense of humor, integrity and an impeccable work ethic
- Knowledge of state and federal grant processes
- Experience with grant-writing
- Awareness of local government procedures for Massachusetts
- Experience conducting public education for all age groups
- Awareness of emerging technologies designed for libraries

### **BACKGROUND PREFERRED:**

- ❖ Bachelor's degree and master’s degree, or other advanced degree, in Nonprofit Management, Business Administration or Library Science.
- ❖ Four years of previous work experience in a library administrative supervisory capacity, **or**, significant top-level supervisory responsibility in managing a successful organization.

## COMPENSATION AND BENEFITS

Salary package and benefits are competitive for an executive director leading a small-to-medium-size non-profit organization and are determined by the Board of Trustees based on experience and qualifications.

Benefits include: twenty days Paid Time Off; twelve (12) holidays; annual healthcare insurance on a 50/50 % cost basis; and professional development funding. The candidate will have the ability to increase compensation and benefits through demonstrated success in constituency development, program growth, sound fiscal management and fundraising.

## TO APPLY

Please submit a resumé and a compelling cover letter demonstrating your passion and fit for the Cotuit Library's mission and needs to [Cotuit.Lib.Exec.Dir@gmail.com](mailto:Cotuit.Lib.Exec.Dir@gmail.com) with "Executive Director" in the subject line.

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