



## **The Maryland Library Association**

### **Executive Director**

#### **Description**

The Maryland Library Association, founded in 1923 and representative of the best libraries in the country, seeks an Executive Director to guide its next chapter.

*Our Mission:* To build and promote a strong, engaged, knowledgeable, diverse and inclusive library community to advance the transformational impact of Maryland’s library staff and libraries.

*Our Vision:* With an inclusive culture and a diverse, engaged membership, the Maryland Library Association is recognized as fundamental to the success of library staff and libraries throughout Maryland.

The Executive Director of the Maryland Library Association is responsible for the execution of the Association’s strategic initiatives, membership relations and development, organizational administration, planning and program initiatives, and external relations. They are appointed upon the recommendation and approval of the Executive Board and serve as an ex officio, non-voting member of the Board, working collaboratively together to advance the Association’s mission and vision.

#### **Essential Duties and Responsibilities**

##### *Leadership*

- Represent the Association and its activities, to groups and individuals throughout the state and region.
- Identify critical areas where action of the Association is important to advance or protect the interests of its membership.
- Establish and develop partnerships with other organizations, associations, and agencies including the Maryland State Library and the American Library Association, to develop and promote mutual projects and interests.
- Engage and support all stakeholders to promote an inclusive Association.

### *Management*

- Administer and oversee the day-to-day operations of the MLA office and staff, including hiring, training, supervision, scheduling, and performance evaluation. Recommend salaries and benefits.
- Executes contracts on behalf of the Association and works with external consultants and vendors.
- Manage business and financial arrangements for the Annual Conference and other major meetings and events of the Association, including site selection, contract negotiation, vendor relations, and general oversight.
- Maintain all official records and files of the Association, including meeting minutes, legal documents, membership records, and mailing lists.
- Oversee the maintenance and development of technology resources to support Association communications and initiatives; align technology resources with strategic goals and initiatives.
- Oversee the creation of manuals and reports as appropriate.

### *Governance*

- Plan, formulate, and recommend to the Executive Board policies and programs that further the goals and objectives of the Association. Participate in the formulation of new policies and programs.
- Develop policies, procedures, and programs to implement the general policies established by the Executive Board. Execute all decisions of the Executive Board as appropriate.
- Arrange and attend all meetings of the Executive Board. Prepare agendas and documents for all Executive Board meetings. Ensure that accurate records of board actions and minutes are maintained and readily accessible.

### *Financial*

- In coordination with the Treasurer and Finance Committee, develop and recommend the annual budget to the Executive Board for approval.
- Operate the Association within the annual budget as approved by the Executive Board.
- Ensure that all funds, physical assets, and other property of the Association are appropriately safeguarded and administered.
- Ensure that appropriate accounting practices are followed and that all necessary financial and budgetary records are maintained.
- In coordination with the Treasurer, oversee the annual audit and ensure that any management letters are addressed.
- Oversee the management of the Annual Conference Budget in order to meet financial objectives.

### *Communication*

- Serve, with the President, as primary media spokesperson for the Association.
- Keep members well informed about Association plans on a regular basis and through multiple media channels, including the MLA listserv, website, newsletter, and social media.
- Answer or refer all correspondence.
- Oversee the maintenance of the content, structure, and appearance of the Association website.
- Plan and coordinate, in collaboration with the appropriate committees, all MLA public relations programs.
- Develop and maintain media contacts; write and send press releases.

### *Membership*

- Promote interest and active participation in the Association's activities.
- Plan and coordinate, in collaboration with the appropriate committees, membership promotion and retention programs, evaluate results and recommend policies, procedures, and actions to achieve membership goals.
- Motivate and collaborate with membership to achieve economical and productive performance of the Association's activities.

### *Advocacy*

- In coordination with the Association's Legislative Officer and Panel, develop and implement legislative strategies that advance library services throughout the state. Coordinate responses to various legislative issues.
- Maintain relationships with key governmental officials on both the state and federal level. Represent the Association's views to state and federal officials.
- Plan and coordinate, in collaboration with the Association's Legislative Panel, the annual Maryland Library Legislative Day event.

Carry out other general responsibilities as may be delegated by the Executive Board.

### **Qualifications**

A Baccalaureate degree required; Masters of Public Administration, Masters of Business Administration, etc., or equivalent experience is preferred.

While candidates may not possess all of the qualities listed below, the MLA Executive Board prefers that applicants have the following qualifications:

- Experience in non-profit administration and a strong fundamental knowledge of the principles of organizational management and budgeting, with a minimum of five years of experience as a proven leader and administrator, including proof of:
  - excellent written and verbal communication skills;
  - collaboration with a board of directors to achieve an organizational mission and implementation of successful development practices;
  - work done with diverse stakeholders to achieve the organizational mission and goals, including proactive membership relations, outreach, and advocacy;
  - administrative and supervisory experience, along with experience in management and leadership of member committees and cross-functional teams;
- Experience with professional associations and their successful management; Certified Association Executive credentials preferred.
- Strong knowledge of and experience with technology designed for information management and communications; proven skills and ability to implement successful technology plans, resources, and initiatives.
- Proven track record in building membership services and communicating effectively with members;
- A commitment to advancing diversity, equity, access, and inclusion throughout the Association and profession.
- Knowledge and enthusiasm around the work and impact of libraries.
- Experience in developing and implementing strategic plans and program initiatives, including the design of measurements to assess achievement of goals;
- Experience in building relationships with state and local government officials, legislators, and other public organizations and partners;
- Experience in presenting reports, presentations, the preparation of public statements, legislative and executive committee testimony, and generally expressing organizational views on issues related to the organizational mission;
- Willingness and ability to travel extensively throughout Maryland.

## **Typical Work Conditions**

Work is generally performed either in an office environment with routine contact with a small staff, in meetings with Association members at various locations or virtually. May perform some work remotely. Equipment includes a phone, computer/laptop, printers, and scanners.

## **Travel Requirements**

Candidates may be responsible for providing their own transportation as needed to access meetings, remote locations, and job destinations as assigned. Ability to schedule internal and external meetings that may require working some evenings and weekends as the project demands. Overnight travel at least 3 times a year, with multi-day events several times a year.

## **Compensation**

This is a full-time position. Minimum salary is \$75,000 with benefits. Salary will be commensurate with experience and skills.

## **Application Process**

Please submit your cover letter and resume to MLA Past President Morgan Miller at [mmiller@cecilcountylibrary.org](mailto:mmiller@cecilcountylibrary.org). Candidates under consideration will be asked for professional references.

For earliest consideration, please submit your applications before September 10, 2021. Interviews will be conducted via Zoom, beginning early October. The position will remain open until filled.

The Maryland Library Association is an equal opportunity employer.