

February 4, 2008

## **KELLOGG-HUBBARD LIBRARY**

135 Main Street  
Montpelier, Vermont 05602-2992  
Phone/Fax 802.223.3338  
www.kellogghubbard.org

### **Executive Director Job Description**

#### **Summary**

Located in downtown Montpelier, Vermont's capital city, the Kellogg-Hubbard Library's service area includes the City of Montpelier and surrounding towns that provide taxpayer support for the Library. The Kellogg-Hubbard Library, formed in 1895, is the second most active public library in Vermont and offers a varied collection of books and other lending materials, provides public high-speed access to the Internet, and offers a broad range of programming for adults and children.

The Executive Director is a full-time salaried position under the supervision of the Board of Directors, and is responsible for the Library's fundraising, financial management and planning, and community relations. With the Library Director (who also reports directly to the Board), the Executive Director oversees all Library management, board development, and strategic planning. Position may also have programmatic responsibilities (i.e. supervision of adult programming). Responsibilities of the Executive Director include:

#### **Financial Management**

- Develop annual operating budget. Monitor budget-to-actual on a regular basis. Supervise contracted services for bookkeeping, the preparation of financial statements and tax returns. Provide timely and accurate financial reports to the Finance Committee and the Board.
- With oversight from the Finance Committee, maintain ongoing relations with endowment fund managers.
- Supervise ongoing Library building maintenance and repair and plan for long-term capital replacements and improvements.
- With the Finance Committee and Administrative Officer, ensure that financial management systems are appropriate, effective, and meet generally accepted accounting principles.

#### **Town Funding and Community Relations**

- Oversee the annual process of fiscal requests to municipalities in the Library's service area, including the calculation of funding formulas, preparation of supporting materials, and attendance at selectboard meetings to explain library finances. Work with the Board's Community Advisory Committee to facilitate meetings between library Board members and selectboards. On an ongoing basis, cultivate strong relationships with community leaders to promote the Library.
- With the Library director, prepare publications such as the newsletter and annual report; maintain strong relationships with partner organizations such as the Rotary Club and the Vermont Library Association.

### **Annual Fund & Endowment**

- Oversee annual fund solicitations of individuals and businesses. Solicit donors and cultivate new donors and prospects. Provide support for solicitations by Board and Committee members. Prepare annual and long-range development plans. Plan fundraising events. Provide staff support for Board's Fund Development Committee.
- Research public and private grant funding opportunities. Prepare, or supervise the preparation of, grant applications. (The Library currently works with a consultant who helps to research and prepare some of the Library's grant applications.) Administer federal grant.
- With the Board's Endowment Committee, continue to make the case for contributions and pledges to the endowment; solicit new endowment gifts, and provide support for others who are doing solicitations.

### **Other**

- The Executive Director supervises two part-time positions: the Administrative Officer and Development Coordinator. Encourage a work environment that attracts, retains, and motivates top quality staff. Complete annual evaluations and develop annual work plans. Ensure that staff receive adequate training and job development opportunities.
- Non-management staff are represented by the American Federation of State, County, and Municipal Employees. Provide staff support for Board committee in negotiating union contract. (Current contract expires 12/31/09.) With Library Director, participate in ongoing management/union discussions and negotiations.
- Maintain open and regular communication with Board members. Cultivate potential new Board members. Work with the Board in setting organizational goals and problem solving. Help to ensure that Board members receive adequate orientation and Board training opportunities.
- The Executive Director, based on his/her skills and qualifications, may supervise a library programmatic activity. This activity could include adult programming, technology, or development of a section of the Library's materials collection.
- Perform other tasks as assigned by the Board of Directors.

### **Skills and qualifications:**

Position requires a Bachelors Degree and at least five years of relevant experience. Requires experience in fundraising and financial and nonprofit management. Must have excellent interpersonal skills, ability to work in a team atmosphere, strong supervisory and leadership skills, and excellent oral and written communication skills. Desired skills include knowledge of the central Vermont community and state and municipal government.

**To apply:** Send cover letter and resume to:

Search Committee  
Kellogg-Hubbard Library  
135 Main Street  
Montpelier, VT 05602

Also e-mail materials to [search@kellogghubbard.org](mailto:search@kellogghubbard.org). (Files can be sent as Microsoft Word files or as a PDF.) Please include names and contact information for three references. The position will remain open until filled; an initial review of applications will begin March 15, 2008.