

West Falmouth Library
An independent non-profit community library
575 West Falmouth Highway
West Falmouth, MA 02574

Position Description: Executive Director (ED)

Context

The West Falmouth Library (WFL) is an independent nonprofit operating in the heart of historic West Falmouth since the mid-1870s. We are a gathering place offering books and media, as well as educational, informational, and cultural events. Our dual roles as a knowledge center and community hub remain vital as we adjust to our patrons' and our community's evolving needs; expanding information, media, and technology choices; and changing funder preferences.

First and foremost, we are a library. As an *independent* library, we must raise funds annually and through an endowment to sustain ourselves. Our independence enables us to offer a unique space for community programming and services that generate operating income. We can leverage the extensive resources of the Cape Libraries Automated Materials Sharing (CLAMS) network, our own collections, and our dedicated staff to fulfill our function as a library.

As a library, we define ourselves as a “community third space institution”, reflecting our hybrid role. Remaining a third space institution (i.e., both library and community hub) provides the context for our strategic plan and operating focus. It offers a way to continue differentiating ourselves, expanding our patronage, and exerting greater influence and impact in an environment already rich in cultural resources.

We seek an Executive Director (ED) who can lead us as a community third space institution. The ideal candidate would bring a love of libraries and learning (and possibly library management credentials) as well as experience running a small community non-profit.

General Description

The Executive Director reports to the Library's Board of Directors and serves as both strategic and operational leader in accordance with the board's plans and policies. This means overseeing daily library operations and developing professional staff, submitting grants, organizing and hosting special events and programs that generate positive net income, and directing ongoing and launching new programs. The Executive Director also represents the Library to patrons, the Town of Falmouth, and the community at large.

Responsibilities fall into three categories:

1. Working with the Board to execute the Library's *Strategic Plan, 2025-2030*

- **Engaging with the Board to identify and address community and library needs**, providing direction for library resource development, and evaluating the library's effectiveness in meeting the needs of professional staff, patrons, and the community;
- **Raising funds** in support of our Strategic Plan (Please see #3 below;)
- **Implementing our new brand identity** as a third space organization via the *Come Find Yourself Here...* campaign; shepherding the redesign of web, marketing, and promotional materials consistent with the new brand identity;
- **Advising the board in library matters** and keeping it informed of relevant issues and developments at the regional, state, and national levels, attending all board meetings, providing monthly reports on library activities and important issues, participating actively in discussions, and contributing ideas and suggestions during deliberations;

- **Working closely with the board's committees**, specifically finance, governance, development, programs, and special events;
- **Making policy recommendations** to the board. Implementing and interpreting policies adopted by it. (Policies should include, but not necessarily be limited to, collection development, personnel, use of library facilities, and circulation of materials;)
- **Preparing and managing a budget**, including initial preparation and recommendations, offered jointly with the Treasurer for Board approval. Approving all invoices for payment by the Treasurer. Overseeing receipt and recording of all income received and preparing reports to the treasurer. Preparing bi-weekly payroll worksheets for the payroll service.

2. Directing library operations and managing staff

Supervising, directly or through delegation, library services, operations, and activities, including, but not limited to

- Selecting and culling materials, as well as developing the overall collection;
- Cataloging and other technical service operations;
- Managing reference services for children, adults, and young adults and other services provided to the general public and special user groups;
- Engaging with the community: promoting the library and forming partnerships;
- Ensuring the library building and grounds are maintained; Scheduling and supervising the use of the meeting rooms;
- Developing an effective library professional staff team, taking into account the unique knowledge, skills, and abilities of current personnel;
- Managing paid professional staff, including annual evaluations against board-agreed goals and measures; administering agreed compensation and incentive structures;
- Overseeing the development, maintenance, and staff training for computer operations, including hardware, software, networks, and website updates;
- Monitoring local, state, and federal laws and regulations applicable to library operation and taking actions to ensure compliance as appropriate. Overseeing the preparation of annual reports, state reports, and state aid forms and providing other information for reports as needed.
- Ensuring the library is represented at CLAMS consortium meetings.

3. Providing leadership to our financial and organizational development goals as a third space non-profit organization:

- Researching opportunities for grants and then preparing grant requests to town, state, and Federal agencies and private and public foundations;
- Administering and reporting on awarded funds;
- Researching, cultivating, soliciting, and stewarding donor prospects, including individuals, foundations, and businesses;
- Developing, organizing, and enabling the Library's volunteer resources;
- Developing and implementing a public relations/marketing program to promote and publicize the library's collections, services, and programs consistent with our new brand identity;

- Advising the board on the best organizational structures, roles, and reporting relationships needed to ensure our continuing success.

This position description is not intended to be a complete statement of all duties, functions, and responsibilities that comprise this job. The Library Director's job also includes any other duties that may be deemed necessary by the Board of Directors.

Qualifications

We are seeking a leader with executive experience in the non-profit sector. This will ideally, but not necessarily include library experience. A passion for libraries and an enthusiasm for learning library operations are vital. Candidates without library experience or training must be willing to enhance their skills in specific areas deemed critical to overseeing a library.

A bachelor's degree or equivalent is required, as is prior experience in a supervisory position.

Strong interpersonal, oral, and written communication skills, as well as customer service skills, are important. An outgoing and empathetic interpersonal style and high emotional intelligence are critical for developing and maintaining effective working relationships with staff, patrons, the Board of Directors, community organizations, and volunteers.

Strong technology and computer skills, including knowledge of internet use, proficiency in MS Word and Excel, typical library online services, and some social media, are needed. A willingness to learn library-specific systems (e.g., the CLAMS operating system) is important.

Last but not least, the successful candidate will show evidence of commitment to the WFL's core values of community service, openness and inclusion, transparency, and personal and organizational integrity.

This position entails full-time oversight. Given the nature of our work, this means being present and visible in the library to support staff and engage with the community. That said, we are flexible in accommodating work arrangements on a case-by-case basis.

Benefits

Compensation and benefits are commensurate with qualifications and experience.

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The West Falmouth Library is committed to maintaining a welcoming, inclusive, and open environment for its staff, patrons, volunteers, board, and members of the community.

We ask interested candidates to submit their qualifications electronically to kathleenbrysonwfl@gmail.com. Please include a letter outlining your interest in the position and highlighting your qualifications, along with a current curriculum vitae.

References and background checks will be required for finalist candidates.