

POSITION AVAILABLE: EXECUTIVE DIRECTOR, HYANNIS PUBLIC LIBRARY, Inc.

THE ORGANIZATION

Located in the heart of Cape Cod, the Hyannis Public Library (HPL) is a 501 (c) (3) nonprofit organization established in 1865 and is the oldest library on the Cape. Today, it remains a dynamic community asset. The library fosters an inclusive, inviting atmosphere that meets the needs of all patrons. HPL is recognized for making modern resources accessible, providing innovative services and programs, and for creating a comfortable physical environment that honors its historical setting while supporting contemporary needs and interests. Hyannis Public Library will continue to enhance its place in the community as a modern cultural and intellectual social center. Hyannis Public Library's mission is to welcome diversity, inspire creativity, stimulate intellectual curiosity, and facilitate lifelong learning by providing high quality resources, programming, and services to all.

THE OPPORTUNITY

In re-imagining this critical full-time leadership position for the Hyannis Public Library, the HPL 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 Hyannis Public Library prepares to launch a major capital campaign to fund the construction of a new and improved library facility - a project that will leave a legacy for decades - HPL 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 a project of this magnitude.

This is an exciting opportunity for somebody looking to take charge and build on HPL's considerable reputation on the community it serves. The organization is looking for someone who can open doors of collaboration, has a passion for local community and town government connection, and can foster donor relationships to grow the organization to greatly expand and enhance its impact in the Barnstable community.

The Executive Director is responsible for promoting the mission and vision of HPL while working in close collaboration with the organization's ten-person Board of Trustees. The E.D. will help in defining its strategic direction, ensuring that resources are in place to accomplish important mission goals, recruiting and retaining staff, keeping teams motivated and capable of exceeding expectations, and building the kind of nonprofit culture which supports the HPL mission.

HPL is currently led by an Interim Management Team (*Harrington Management International, of Osterville, MA*) due to the recent retirement of a long-time leader of the Library. HMI will assist HPL by engaging a new leader for the Library and completing a smooth transition for the new Executive Director.

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: the cultivation of key partnerships and donor relationships; acting as the face and voice of HPL in the community; ensuring that all activities, projects and services are produced and carried out in an effective, professional and timely manner; overseeing of staff and volunteers; and 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 HPL culture, lead the twelve-person (12) 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 priority to define HPL's priorities and direction 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 HPL 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 critically important and formative role in building the culture of HPL around service, accountability and results so that the very best personnel in the field find HPL to be a solid professional home with ample opportunities for advancement and professional growth. The E.D. will be invested in the training and mentoring of staff, interns, and volunteers, 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. Must be skilled in sensitively and effectively responding to and reaching out to members of the community, staff, and the Library Board of Trustees (the "Board").

THE SPECIFIC DUTIES AND CORE RESPONSIBILITIES

The Executive Director is the key management leader of the Hyannis Public 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 HPL 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; 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 fund-raising efforts.
- Soliciting major gift acquisitions.
- Identifying and pursuing of grants.
- Leading a major capital campaign to rebuild the current library facility.

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 HPL's mission.
- Working closely with state and town government officials relative to library funding.
- The fiscal integrity of HPL, to include submission to the Board of a proposed annual budget and monthly financial statements, which 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 HPL can successfully fulfill its mission into the future, and for implementing HPL's programs that carry out the organization's mission.
- Enhancing HPL's image by being active and visible in the community and by working closely with other professional, civic, and private organizations while serving as HPL'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 HPL's mission.
- Leading outreach in the community to present HPL, its vision and services through public presentations, interaction with local media, and participation in relevant business events, conferences, and gatherings.

- Keeping HPL current and at the forefront of regional community service philanthropic organizations, and for maintaining project partnerships with other library groups and related nonprofit organizations.
- The development and maintenance of material for the HPL website and for increasing the organization's social media presence on other platforms.

5) Organization Operations: The Executive Director oversees and implements appropriate 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 HPL's internal operations.
- Signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- The oversight of 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, working with a Board of Trustees
- Have experience leading and managing change
- Have ability to advocate for the Library with town government
- Demonstrate strong motivational and staff leadership abilities
- Have the ability to work with minimal direction
- Have excellent communication and presentation skills, and public speaking experience
- Work well with others and has a sense of humor, integrity, and an impeccable work ethic
- Have knowledge of state and federal grant processes
- Have experience with grant-writing
- Have awareness of local government procedures for Massachusetts
- Have experience conducting public education for all age groups
- Have awareness of emerging technologies designed for libraries

BACKGROUND PREFERRED:

- ❖ Bachelor's degree and master's degree, or other advanced degree, in either, Library Science, Nonprofit Management, or Business Administration.
- ❖ Four years of previous work experience in a library administrative supervisory capacity, **or**, significant top-level supervisory responsibility in managing a successful nonprofit 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. The annual salary is \$75,000.

Benefits include: four (4) weeks' vacation; 12-days, sick leave; eleven (11) holidays; annual healthcare insurance on a 50/50 % cost basis; Tax Sheltered Annuity (403B Plan); professional development funding; and a longevity bonus of \$25,000 implemented on a 2-tier basis for three (3) years and five (5) years of continuous and achievement-oriented service in the position. The candidate will have the ability to increase compensation and benefits, annually, through demonstrated success in constituency development, program growth, sound fiscal management, and fundraising.

TO APPLY

HPL has retained the services of **Harrington Management International (HMI)**, of Osterville, Massachusetts, to facilitate this executive search process. Please submit a resume' and a compelling cover letter demonstrating your passion and fit for HPL's mission and needs to:

HPLSearch@harringtonmanagement.com, with "Executive Director" in the subject line.

➤ ADDITIONAL QUESTIONS

If a candidate has any questions to ask of HPL concerning this position, please contact the recruitment search firm in an attached message with your application. You will be contacted directly by an HMI representative. No phone calls will be accepted.

DEADLINE FOR APPLICATIONS

The deadline for application submissions is August 28, 2020.

AN EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

"At the Hyannis Public Library, we do not just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our services, and our community. HPL is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics."