



PLAN, Inc., Austin, Texas
Partners Library Action Network, Inc.
Executive Director – Recruitment Announcement

Partners Library Action Network, Inc. (PLAN, Inc.) (<https://libaction.net/>) is a 501(c)(3) nonprofit organization dedicated to developing and connecting public libraries and library staff to the best practices and emerging trends in public librarianship across Texas. PLAN offers programs that support librarians in acquiring the skills and expertise they need to bring the best library services possible to address issues and foster relationships that help facilitate positive, collaborative change in communities.

Organizational Needs

PLAN, Inc. is seeking a passionate, articulate, inclusive, respectful, and experienced nonprofit leader. This person must have a demonstrated range of library expertise, communication, fundraising, and management skills necessary to strengthen the organization's capacity and advance its mission to provide a lifeline to public libraries of all sizes across Texas. A strong commitment to and passion for the promotion and development of small public libraries is essential.

PLAN, Inc. operates with a staff of two (2) employees. We offer continuing educational programs tailored to the needs of librarians at a variety of experience levels. We provide consulting and a consortium buying program that supports libraries across Texas.

Reporting to the Board of Directors, the Executive Director will be responsible for the overall direction, management, financial health, and public image of PLAN, Inc. The Executive Director's primary responsibility is to plan and execute programs and administrative systems to achieve the organization's mission, core values, and strategic niche.

Qualifications

A master's degree in library or information science from an ALA accredited institution, or equivalent degree, and five (5) to ten (10) years of combined library management and/or non-profit management, or any equivalent combination of experience, education and training that provides the required knowledge, skills and ability.

- Creative, entrepreneurial, transformative leadership skills.
- Proven fundraising ability.
- Demonstrated problem solving skills.
- A strong commitment to and passion for the PLAN mission.
- Excellent communication skills in dealing with multiple, diverse stakeholders.
- Technological expertise and knowledge of technology trends.
- A strong understanding of the issues facing libraries in Texas.

Essential Duties and Responsibilities of the Executive Director

Leadership and Strategic Vision

- Serve as the organization's primary spokesperson, along with the Chair of the Board of Directors, on organizational matters.
- Serve as the primary liaison to the Board of Directors, acting as an advisor and ensuring they are informed of the organization's operations and financial status, community interests, programming opportunities and other matters of importance to achieve the organization's mission.
- Oversee hiring, orientation, training, supervision, and dismissal of organization staff.
- Manage staff and volunteers to ensure that fund development, programs, and administrative functions run efficiently and effectively.
- Manage the organization's financial affairs, including the development and administration of budgets, accounting of funds and compliance with appropriate local, state, and federal laws.
- Oversee the development and maintenance of information systems that support the organization's operations.
- Develop and enhance relationships with strategic partners within the library community, including other non-profits, the business community, funders, and others.

Marketing/PR and Resource Development

- Raise the visibility of PLAN, Inc. by formulating and executing a comprehensive marketing and branding strategy that ensures consistency across the organization, enhances recognition of the PLAN mission and expands the organization's impact in the larger library community in Texas.
- Utilize and keep apprised of traditional and social media techniques to promote PLAN and to create funding opportunities.
- Oversee the development and implementation of diverse and sustainable funding strategies to enable PLAN to increase funding from major donors, foundations, corporations, and government agencies.

Programs

- Develop, administer, and evaluate the organization's programs and services working with PLAN member libraries and volunteers, as appropriate.
- Provide direction and support to committees that are engaged in planning and supporting programs.

Requirements

The organization is located in Austin, Texas and the position requires some remote and in-office work. Travel by personal vehicle is required with frequent overnight stays. Travel costs will be reimbursed.

Compensation and Equal Employment Policy

Salary is commensurate depending on qualifications and experience. Benefits package is negotiable.

PLAN, Inc., an Equal Opportunity Employer, offers a competitive annual salary. The corporation does not and will not discriminate in employment and personnel practices based on race, sex, age, handicap, religion, national origin, or any other basis prohibited by applicable law.

Instructions for Application

Please send a résumé, cover letter and three (3) professional references to be considered for the position. Initial review of applications will begin **Friday, June 23, 2023**. We fully respect the need for confidentiality of information supplied by interested parties and assure that an applicant's background and interests will not be

discussed with anyone, including the Search Committee, without prior consent, nor will reference contacts be made until mutual interest has been established.

To apply for this position, please email your résumé, cover letter, and a list of three (3) references to **planboard2023@gmail.com**. Please include your name and *Executive Director Search* in the subject line of your email.