



# We're Hiring

Executive Director

Charleston Friends of the Library – Charleston, SC 29401

\$40,000 – \$50,000 a year

## **General Position Description**

The Executive Director works independently to manage and advance the activities of the FOL, including fundraising events, coordination of board and volunteer groups, pursuit of philanthropic gifts, development and execution of media interactions, liaison with community partners, and other duties as important for the overall advancement of the FOL. The ED oversees a budget of approximately \$200K. The ED is the only employee of the FOL and reports to the president of the FOL Board of Directors, who with the FOL Executive Committee evaluates job performance and supports the ED. The ED serves as a non-voting member of the FOL board of directors. This is a full-time, salaried position. ED is expected to work weekends and after-hours, as needed.

## **Specific Duties and Responsibilities**

### **Events**

- Manage, direct, and evaluate all FOL fundraising events, including That Big Book Sale (TBBS), branch book sales, and pop-up or special book sales. This includes coordinating book preparation with the volunteer book sale committee and sorting room volunteers; working with event vendors to manage rentals, sign contracts for

rentals, insurance, day laborers, etc.; working with branch managers; generating PR pieces; and marketing and promotion.

- Conduct book donation drives, such as the “Books for Bier” event, working with community partners and venues as appropriate.
- Direct the Black Ink Book Festival committee and coordinate festival events.

### **Fundraising and Membership**

- Develop and execute efforts to increase membership dollars, book sale revenues, and philanthropic gifts.
- Solicit financial support from corporate and individual donor sources, grant agencies, and foundations.
- Manage the donor and volunteer database, including sending membership renewals, entering and acknowledging gifts, and ensuring that the database is up-to-date with high-quality data-entry.
- Steward members with regular communications, including the production of print and email newsletters and special members-only events.

### **Board and Committee Coordination**

- Work collaboratively with board of directors to create an annual action plan to achieve goals and objectives of FOL as outlined in the Strategic Development plan.
- Attend and facilitate all committee meetings.
- Prepare and deliver agendas and supporting documents for monthly board meetings.
- Prepare and distribute draft and approved meeting minutes for monthly board meetings.
- Conduct orientations for new board members.
- Assist FOL Treasurer, CPA, and bookkeeper with annual financial reporting and accounting requirements.

### **Marketing and Communications**

- Represent FOL in print and broadcast media, including securing timely publicity for events, appearing in on air publicity spots, and generating timely PR pieces.
- Develop, maintain, and execute an active and diverse social media strategy.
- Work with relevant board committees to sustain and improve FOL's media exposure.

### **Volunteer Management**

- Recruit and manage strong volunteer corps
- Manage sorting room volunteers, including working with the daily managers to coordinate book collection, sorting, pricing, boxing and storage; assist in shift scheduling; determine and provide resources for volunteers to work efficiently in order to meet financial goals.
- Work closely with CCPL liaison to address volunteer needs and concerns regarding space and other sorting room issues

### **Other Duties**

- Represent the Friends at monthly CCPL Board of Trustees meetings to give oral and written reports.
- Manage day-to-day office and clerical duties for FOL.

### **Qualifications/Requirements:**

#### **Required:**

- Demonstrable event-planning experience
- Demonstrable experience with fundraising, including solicitation, grant-writing, and donor recruitment, management, and stewardship
- Demonstrable experience managing a non-profit board
- Experience working with volunteers, including recruitment, supervision, and management
- Strong written and verbal communication skills

- Microsoft Office proficiency

### **Preferred:**

- Ideal candidate will have an interest in public libraries, their constituents, and programs
- Experience working with print, broadcast media, and social media, as well as with creating and implementing overall marketing and social-media strategies
- Familiarity with donor management software

### **Salary and Benefits**

Salary is negotiable within the range of \$40-50,000 annually. Three weeks of paid vacation and 12 days of sick leave provided at a monthly accrual rate. Comp time provided for after-hours work. No health insurance or retirement benefits are provided.

### **To apply:**

No phone calls, please. To apply, please email resume, cover letter, and two examples of relevant work product to [president@charlestonlibraryfriends.org](mailto:president@charlestonlibraryfriends.org)

Please include your interview availability in the email message. Review of applications will begin on February 25, 2019 and continue until the position is filled.

### **Non-Discrimination and Equal Opportunity Employer:**

The Charleston FOL, as an equal opportunity / affirmative action employer, shall consider all applicants and treat all applicants without discrimination on the basis of sex, age, race, religion, veteran status, sexual orientation, or physical or mental disability, except where age, physical or mental requirements constitute a bona fide occupational qualification necessary for job performance.

### **Who we are:**

The Charleston Friends of the Library is a largely volunteer led non-profit organization which provides financial support and community advocacy for the Charleston County Public Library. The Executive Director (ED) will provide leadership for and implementation of The Friends of the Library's mission and goals. For more information on The Friends, please visit <https://www.charlestonlibraryfriends.org>

Job Type: Full-time

Salary: \$40,000.00 to \$50,000.00 /year

Experience:

- Event Planning: 1 year (Required)
- Fundraising: 1 year (Required)
- Volunteer Management: 1 year (Required)
- Database Administration: 1 year (Preferred)