

CFLA-FCAB Executive Director- Independent Consultant: Detailed Job Description

The Executive Director will provide the strategic leadership and administrative oversight to build and sustain the Canadian Federation of Library Associations/Federation canadienne des associations de bibliothèques (CFLA-FCAB)

Working with the Revenue Development Working Group, the Executive Director will lead the implementation of recommendations developed to grow the organization's membership and diversify its sponsorship and champion categories.

The Independent Consultant is an experienced professional with a deep understanding of the library community, its values and issues, and a proven success in association development, advocacy and growth.

This is a 1-year, renewable, consulting contract for 21 hours/week. The Executive Director reports to the Board of Directors and, within established policy, acts as the principal representative of CFLA-FCAB.

The CFLA-FCAB is the united voice of Canada's libraries and works to influence public policy, advance library excellence, and raise the visibility of libraries in Canada to advance national intellectual, social, economic, and cultural success. Incorporated in 2016, the CFLA-FCAB Board of Directors work collaboratively with member associations to advocate on behalf of public, school, and academic libraries, library workers, library trustees, and archives from coast to coast to coast. The CFLA-FCAB continues the 70-year legacy of the Canadian Library Association (CLA) as a strong, unified national voice for Canadian libraries.

Position Description

Since its inception, CFLA-FCAB has accomplished significant work to lay the

foundation for professional governance, financial management, marketing and communications, and advocacy on a defined set of established priorities. In order to take the organization to the next level and to capitalize on a reinvigorated library and information sector post-pandemic, this leadership position requires an individual who will focus in the near term on the need for growth and who will develop a network of supporters, stakeholders, and volunteers to make this happen.

Specific tasks may include:

- Creating and leveraging new categories of voluntary financial support and sponsorship from the stakeholder community
- Reviewing membership fees with a view to maximising revenue while maintaining broad participation
- Creating a marketing and outreach campaign to engage library professionals, leaders, and institutions in the process of building a stronger organization
- Creating a volunteer campaign committee to act as ambassadors for the project
- Investigating the advantages of seeking charitable status
- Preparing for a culminating National Forum event leveraging revenue potential

Qualifications:

The Consultant will have a combination of related education, experience, and demonstrated success. Education requirements may include a Masters of Library Science from an ALA-accredited institution, Master of Business Administration, or a similar level of education coupled with an association executive certificate.

The Consultant must be able to work well with a wide-ranging community of stakeholders, be able to adapt to a range of leadership styles, and manage diverse opinions, while leading others successfully to accomplish Federation priorities.

The Consultant will have proven senior leadership and administrative skills with demonstrated success in the performance, management, and execution of

strategic and operational goals.

The Consultant is an employee of a registered Incorporation.

Essential Competencies:

- Demonstrated experience in revenue development , with a proven understanding of strategies to cultivate relationships that develop revenue and resources to support CFLA-FCAB goals.
- Strong organizational and leadership abilities to help steward strong relationships between all parties, including CFLA-FCAB Board, members, supporters and other affiliated partners.
- Outstanding organizational and leadership abilities
- Proven diplomacy and consensus building skills
- Ability to forge and maintain successful partnerships and relationships
- Adeptness at managing and motivating teams of volunteers
- Highly developed oral and written communication skills, including demonstrated experience with public speaking
- Highly developed critical thinking and analytical skills

Preferred Competencies:

- Strong financial literacy acumen, including preparation and management of budgets, and stewardship processes
- Experience in professional sales management an asset
- In-depth knowledge of Canadian government relations and knowledge of relevant legislation
- Experience in project planning, development, and implementation
- Experience with corporate governance (e.g. bylaws, policies, records, and budgets)
- Experience with a not-for-profit organization, or public or governmental office.

Essential Personal Attributes:

- Highly motivated to achieve success
- Seeks to influence and persuade
- Professional integrity, and a high level of transparent leadership
- Diplomatic, politically astute, ethical
- Dedicated and accountable for personal actions and results
- Collaborative
- Proactive
- Resilient

As a leader of a national organization, the Consultant must reside in Canada and preference may be given to candidates who can functionally communicate in both official languages. Candidates who do not reside in the national capital region must be willing and available to travel to Ottawa as needed.

CFLA-FCAB is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse populations that are served through the work of our members.

Candidates are invited to apply, in confidence, with a cover letter, current résumé, and statement of compensation expectations to -

info@cfla-fcab.ca

For more information about the Federation, including the strategic plan, please visit cfla-fcab.ca

Review of applications will begin June XX and the position will remain open until filled.

[FRENCH TRANSLATION]