Valley of the Tetons Library Position Announcement
Director of External Affairs and Advancement
Exempt, full time

JOB SUMMARY: Official representative of the library, responsible for holding the large picture of how the library functions for the community within the goals, guidelines, and policies established by the Library Board of Trustees. This responsibility includes the organization and dissemination of information and services to our community; providing a leadership role within the library, the community, and the library profession; and facilitating the work to maintain the needed revenue for the library. Part of a Director team, works in conjunction with the Director of Internal Operations to provide seamless service to internal staff and to all persons who use our services. As a key member of the leadership team, this person is required to collaborate with their leadership partners and actively work to solve problems and challenges that may arise as a result of our growing organization and the growing needs of the community.

AREAS OF RESPONSIBILITY:

1. General Administration and Management
   A. Is a source of leadership for the library staff demonstrating effective communication, high productivity and quality public service in a way that inspires those in the organization.
   B. With input from the Leadership team, informs and advises the library board as to local, regional, state, and national developments in the library field, and works to maintain communication with other area libraries and the library system.
   C. Provides friendly, courteous and accurate service to all users, responds to patron requests, suggestions and complaints.
   D. Plans, organizes and implements special projects as needed or determined by the Board of Trustees.

2. Financial Management and Fundraising
   A. Maintains a familiarity with the budget, and is committed to staying abreast of the financials in order to be fluent in the ability to discuss them when needed.
   B. Looks for and solicits new revenue sources, via the community and state, to help maintain annual needs.
   C. Supports and facilitates the work of the Friends of the Library, aligning library needs with their work of fundraising. Works together to create, organize, and implement solicitations of funding, donations, and/or gifts to the library, and to review and acknowledge receipt of donations, gifts or other revenue.
   D. Oversees grant proposals and submissions, maintaining annual revenue from grants.
E. Manages the planning and execution of a successful capital campaign involving both major donor and public awareness periods.

3. Planning, Organization, and Evaluation
A. Together with the Leadership team, evaluates the effectiveness of library services with an eye to the changing needs of the community.
B. Analyzes data impacting the library, such as legal, physical, and statistical factors. In ongoing research, is able to compile statistics that will be helpful for the various annual reports, helping the Director of Internal affairs.
C. Stays aware of the strategic plan and works with the Board of Trustees in reviewing and keeping it up to date.

4. Community and Public Relations
A. Administers and oversees public relations programs. Promotes library services and resources within the library and community.
B. Advocates for the library in the community and throughout the field by speaking before community, civic, and other groups regarding the objectives and activities of the library.
C. Establishes and maintains effective working relationships with library patrons, governmental agencies, civic and community groups, and the general public. Looks for new collaborations with other organizations.
D. Serves as official representative of the library in actions that legally bind or politically influence the library.
E. Is the lead representative and face for the library in our community and statewide, and will be the representative for attending various non-profit and community events and professional meetings.

5. Professional Development
A. Serves as a model to staff by demonstrating strong professional ethics and participates in professional development opportunities to enhance leadership skills.
B. Attends events and other meetings to maintain contact with other professional and library-related agencies.
C. Stays up-to-date on new trends and developments in the library field through participation in professional organizations, system meetings, workshops, and continuing education opportunities.
D. If without a library degree, seeks to understand library needs and become aware of present to future visioning within the library field.

KNOWLEDGE, SKILLS, and ABILITIES:
A. Knowledge and willingness to continue to learn of library philosophies, practices, procedures, and technologies.
B. Ability to set priorities, make decisions, and exercise discretion with patrons and staff.
C. Ability to think analytically and to exercise initiative and independent judgment.
D. Ability to prioritize work, meet established deadlines, delegate duties, and attend to detail as appropriate.
E. Ability to handle multiple and simultaneous tasks and adapt in a shifting environment.
F. Ability to develop and implement policies and procedures.
G. Ability to motivate, establish, and maintain effective working relationships with staff, volunteers, community agencies and partners, governmental bodies, and the general public.
H. Ability to collaborate with work effectively within the Leadership team.
I. Effective interpersonal skills consisting of creative and diplomatic management abilities and dynamic motivational leadership skills.
J. Knowledge of library budgetary and fiscal practices and library law.
K. Has an understanding and some working knowledge of computers and data communications, ideally integrated library systems software. If not trained in library science, work with staff to learn the quality of use and needs.
L. Ability to communicate effectively, both written and oral, and prepare and present reports and other information in the appropriate format.
M. Visionary regarding library trends and the impact of changing information technology through ongoing research.
N. Ability to work the hours needed to complete responsibilities of a library director.
O. A desire to meet and serve the public.

**QUALIFICATIONS**
A. Understands and believes in the need for public libraries.
B. Three years supervisory/leadership experience in a library setting or 5+ years of supervisory/leadership experience if without library experience.
C. Position requires day, evening and weekend hours.
D. Access to transportation.

**COMPENSATION**
Competitive annual salary commensurate with experience
Benefits include a 12% employer pension contribution, health insurance or stipend, PTO and holiday pay

Please submit a cover letter and resume to the Board of Trustees at careers@valleyofthetetonslibrary.org

Disclaimer - The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. The Board of Trustees has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.