

Job Description: Executive Director**Mission**

CSLP empowers libraries to foster community by collaborating with libraries to create an inclusive literacy based program that is enjoyable for all ages, provide a reproducible program with a unified theme, share resources and offer professional support. Learn more at www.cslpreads.org

Position

We are looking for an enthusiastic, committed individual who is excited to join a hard-working, mission-driven team. The Executive Director plays a key role in coordinating multiple projects over a multi-year span, working with Committee Chairs, Vendors and the CSLP Board of Directors.

This job offers the opportunity to become deeply engaged with fundamental processes of organizational development while supporting a nationwide membership. The Executive Director is responsible for internal management of all the Collaborative Summer Library Program's projects, staff, and vendor relationships.

This is a remote position with some travel. You will have to juggle many different tasks and projects that span multiple program years. You will be in a position of significant responsibility and must act as a positive agent of change. Candidates should consistently demonstrate the ability to adapt to frequent changes, delays, or unexpected events. A high level of initiative is required to streamline, maintain, and develop processes to efficiently manage multiple projects across the country.

The person in this position represents the Board and Committees and is expected to have in-depth knowledge of CSLP policies and procedures. This position is supervised by the CSLP Executive Board; however latitude is granted for the exercise of independent judgment and initiative.

Environment & Culture

CSLP is the leading national summer reading program. We are an organization supported by a strong volunteer base that includes the Executive Board, State Representatives, and library staff. Front line public library staff as well as state library consultants prepare for summer reading year-round in order to provide quality programs at a low cost to all of our 14,000 member libraries across the United States and its territories. We continually seek to improve

the summer reading experience for both the staff and patrons of public libraries through our products, artwork, and partnerships for the children, teens, and adults we serve in our communities.

Are you a good fit?

We have a very specific mission and philosophy for our organization and we need a person who is hard-working and consistent. Listening skills and the ability to think critically are extremely important. We are looking for an open-minded person who is comfortable giving and receiving feedback. Having a strong sense of one's personal strengths and weaknesses as well as high standards of professionalism are required. Preferred candidates will have strong self-initiative and the ability to work in a sometimes-chaotic environment. We value an employee who is excited to contribute creative ideas to improve member services and organizational systems. The Collaborative Summer Library Program is an equal opportunity employer and encourages a diversity of candidates.

Qualifications

Requires any combination of higher education and/or experience equivalent to six (6) years or more in the field of Organizational Development, Project Management, Public Administration, and/or Libraries. Applicants with at least 3 years of library experience will be prioritized.

Essential Duties & Responsibilities

Supervision: Provide supervision over all projects and vendors related to each project. Supervise CSLP Administrator, Manual Editor, and other CSLP staff as needed.

Project Management: Under the direction of the CSLP Board, oversee all aspects of projects related to:

- Strategic plan
- Contracts
- Online storefront and inventory
- Multiple vendors with branded and non-branded materials
- Online manual development
- Manual production, including working with editor and graphic designers
- Website management
- Membership support

Finance: Work with CSLP Treasurer to generate financial reports and continually assess areas of need related to projects.

Administration: Work with CSLP Administrator, Manual Editor, and other CSLP staff.



Communications: Oversee CSLP communication and marketing.

Reports: Submit reports to the CSLP Board on a monthly basis, or more frequently as needed.

Travel:

- Attend Annual Meeting (Sept) and Board retreat (Spring)
- Occasional travel for conferences and meetings

Required Skills & Abilities

- Bachelor's Degree in related field; Master's Degree preferred
- Project management experience
 - Excellent decision making and problem-solving skills with the ability to make sound judgements and take the initiative to establish priorities, meet deadlines, and make decisions within the functional area of responsibility with minimal direct supervision
 - Proven success in developing and delivering multiple projects
- Experience hiring and supervising support staff
- Experience establishing partnerships
- Ability to work well with groups, and maintain effective working relationships with Board, Committee Chairs, and Membership
 - Collaborate with multiple committees to design, implement, evaluate, and coordinate organizational programs
 - Must exhibit a high level of initiative and follow through, including the ability to work independently and collaboratively as required
- Ability to perform in a confidential and self-directed team environment
 - Highly organized, thorough, and detail-oriented
 - Ability to work efficiently and plan work assignments and schedule to meet short and long term goals and objectives
- Exceptional writing and oral communication skills
 - Continual communication with CSLP members, CSLP Administrator, and with the Board of Directors is essential
 - Proven experience working with common office technologies and willingness to learn new technologies as needed

Additional Information

Hire-by date: April 1, 2023.

Starting salary: Salary range \$75,000 - \$85,000, depending on experience. Salary will be reviewed based on the successful completion of the first year. Benefits include an additional monthly stipend for insurance as well as an annual technology stipend, plus paid holidays and time off.



Job hours: This is an exempt, full-time, remote position. Working hours will most often occur in the mornings and afternoons, Monday-Friday, but evening and weekend hours may occasionally be needed.

How to Apply:

- Submit a resume and a brief letter of interest detailing your experience and how you can fulfill the needs of our organization. Applications will only be accepted via email to employment@cslpreads.org.
- Applications accepted **until January 31, 2023 at 8:00pm Eastern Time**.
- Incomplete or late applications will not be considered.
- Final interviews may include travel, with travel costs covered by CSLP.
- Please provide **three professional references** with your application.

