## ORGANIZATIONAL PROFILE

The Federation of Ontario Public Libraries (FOPL) is a not-for-profit membership organization that was launched in 2005 to provide a strong and united voice for the public libraries of Ontario to advance library policies and programs in the Province. The organization currently has adopted four key areas of focus: Government Relations, Marketing and Communications, First Nations Partnerships and Training and Development.

## DESCRIPTION of NEED

The Executive Director reports to the Board of Directors and has overall responsibility for the day-to-day management of the Federation; provides support and advice to the Board; provides leadership for strategic planning and implementation; builds member confidence in FOPL by ensuring a responsive organization to member needs and creates opportunities for member participation in the activities of the organization. The Executive Director leads government relations activities serving as a lobbyist and an advocate for FOPL with government, relevant agencies, and business organizations; supports the development of marketing and communications initiatives; creates and oversees professional training and development initiatives and nurtures the strengthening of partnerships with First Nations Public Libraries and all other collaborative relationships.

## RESPONSIBILITIES

Reporting to the Board of Directors, the Executive Director has the following responsibilities:

**Strategic Planning & Action**

* Works closely with the Board in the development of FOPL’s strategic plan, annual goals and budgets in accordance with the plan.
* Develops structures and processes for the implementation of approved plans.
* Remains agile to enable timely response to emerging issues and opportunities

**Board Support and Member Participation**

* Provides advice to the Board regarding policy, strategies, and matters of governance, and administrative and operational support to the Board, Board Committees, and FOPL Working Groups.
* Keeps members fully informed of FOPL plans and priorities, builds member confidence in FOPL by ensuring a responsive organization to member needs and promotes the active participation of members in FOPL activities.

**Government Relations and Advocacy**

* Identifies for Board consideration issues and opportunities related to the provision of public library services in Ontario, and develops positions, policies and action plans to address them.
* Evaluates current and future advocacy initiatives against stated objectives.
* Establishes ongoing working relationships in government, relevant agencies and business organizations acting as a lobbyist to create a strong presence for FOPL and influence government policy and practices.
* Identifies and fosters partnerships with traditional and non-traditional partners to strengthen the success of FOPL initiatives.
* Performs as a conduit for government to supply information to Public Libraries.
* Seeks potential funding sources and develops funding and grant requests to support the priority initiatives of FOPL.
* Jointly with the Board Chair, shares the role of spokesperson and representative of the Federation with government and stakeholders.

**Marketing and Communications**

* Acts as the trusted single loud voice for Ontario’s Public Libraries.
* Creates marketing campaigns and materials aimed at promoting a greater awareness of the impact and value of public libraries in their communities.
* Inspires and mobilizes the library community toward a common goal.
* Oversees FOPL’s digital presence ensuring a dynamic and respected source of information.

## Training and Development

* Coordinates and collaborates with partners to provide training opportunities such as seminars, workshops, symposia, and webinars on topics of interest to the public library community.
* Shares expertise at professional conferences and events as an ambassador for FOPL.
* Works with the Board to establish research priorities and projects to support professional development with the public library sector and oversees the implementation of the research program.

**First Nations Public Library Partnerships**

* Develops mutually respectful relationships with First Nations Public Libraries to provide a forum for inter-library system cooperation and collaboration.
* Builds a member-driven focus to the truth & reconciliation agenda to ensure the long-term success of all public libraries in Ontario.
* Delivers a platform, through First Nation membership, to elevate the collective voices of First Nation Public Libraries to our provincial leaders

**Administration**

* Directs all FOPL programs and services and manages the day-to-day operation of staff and facilities to ensure that the objectives of FOPL are met.
* Provides overall leadership and supervision of FOPL staff, and other project-based staff FOPL may hire from time to time, in accordance with the policies and plans established by the Board.
* Manages finances within the approved budget, and in accordance with sound financial practices.
* Supplies regular reports to the Board on the program and financial progress of FOPL.
* Takes responsibility for maintaining and growing membership of FOPL, to ensure stable operational funding and maximum unity of Library advocacy in Ontario

## PREVIOUS EXPERIENCE

* A post-graduate degree is required with a degree in Library Science preferred and a minimum of five years of relevant management experience including at a senior level within a library setting.
* A proven record of accomplishments, leadership and management in the areas of: organizational leadership; government relations and advocacy; interpersonal communications and partnership growth; marketing and communications; financial management; strategic planning; professional training and development; First Nations partnerships; and operations management.

## CONDITIONS

The position will be remunerated for an average of 21 hours (3 days) per week under a

2 year term contract with renewal provision.

The successful candidate will be required to attend regular meetings in Toronto.

FOPL is amenable to either a consultant or employee relationship.

## LOCATION

Federation of Ontario Public Libraries (FOPL)

c/o Toronto Reference Library

789 Yonge Street

Toronto, Ontario M4W 2G8

E-mail: admin@fopl.ca,

Web: <http://www.fopl.ca>