



## Canadian Federation of Library Associations Fédération canadienne des associations de bibliothèques

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

The Executive Director will provide the strategic and administrative leadership to build and sustain the Federation.

This position will execute the CFLA-FCAB's vision and mission and oversee the administration, programs, and strategic plan of the Federation. 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 Executive Director is an experienced professional with deep understanding of the library community, its values and issues, and able to advance the CFLA-FCAB mission and strategic priorities.

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**

This leadership position requires an individual who will optimize the governance of the Federation, oversee organizational direction, manage the operations of the Federation, and champion the values of libraries to external stakeholders and the membership. The Executive Director will lead in the creation and execution of the operational plans for the CFLA-FCAB strategic priorities, specifically in revenue growth and marketing. The individual will leverage volunteer expert committees to strategically influence related public policy, develop relationships and build external stakeholder partnerships to leverage advocacy initiatives, oversee the planning and execution of a National Forum, and work with the Board of Directors to build new revenue to secure the Federation's future.

Areas that require development and attention in the near term include developing a sustainable revenue model for CFLA-FCAB (the federation is currently resourced through funding from member associations across Canada); building relationships with members and stakeholders to create trust and alignment on issues; improving awareness of the CFLA-FCAB through effective strategies for communications; creating and operationalizing plans to successfully implement the new strategic plan and carry on existing programs (e.g., the National Forum); helping committees of expert

volunteers to advance the work of CFLA-FCAB (e.g., issues management); and expanding membership.

The Executive Director interacts with a diverse group of individuals and organizations including senior association staff and elected executives, government representatives, elected officials, and members of the library and archives community. The Executive Director must be able to build relationships and trust, to create alignment on issues.

## **Responsibilities**

### **Leadership:**

- Build an effective team of leaders with the Board of Directors, CFLA-FCAB Committees, and other partners affiliated with the Federation.
- Develop a long-term financial strategy, which includes fundraising initiatives, revenue diversification, and developing and pursuing new revenue sources.
- Develop and implement a marketing strategy, which ensures the awareness and success of CFLA-FCAB initiatives, and the ability to measure that success in an outcomes-driven framework.
- Build and maintain external stakeholder partnerships and relationships to advance CFLA-FCAB's strategic priorities and capitalize on revenue generation opportunities.
- Work directly with the Board of Directors in the ongoing development and implementation of the Strategic Plans, policies, and position statements to influence national and international public policy impacting libraries and their communities.
- Forge and maintain relations of trust with members of the Federation
- Provide leadership and support for Federation Board, staff, and committee members with onboarding and training of new staff and volunteers, building a positive and effective volunteer culture.

### **Administrative:**

- Ensure an effective and efficient governance structure including monitoring and reporting on strategic plan initiatives, advising on bylaws and policies that define the governance structure, maintaining governance records including minutes, bylaws, and policies.
- Ensure effective management and support of the Board of Directors, through close communication with the Chair, Board, and committees, through timely preparation and distribution of agendas and documents pertinent to meetings and advising on issues requiring input.
- Develop and manage an annual operational plan and budget, including pre-budget projections and planning and fundraising target reporting.
- Manage information and communications technology (including website and social media accounts).
- Engage in close collaboration with government relations firms to ensure CFLA-FCAB's influence on federal public policy and budget allocations.

- Manage CFLA-FCAB events such as the Annual General Meeting, National Forum, and any other special events deemed to be a Board priority.
- Coordinate CFLA-FCAB presence and activities at various conferences and events held by members and stakeholders.
- Ensure effective member relations through consistent, frequent, and clear communication and consultation.
- Maintain frequent and effective communication with all stakeholders, which includes partners, other organizations (e.g., IFLA, ALA, etc.), and CFLA-FCAB volunteers.
- Provide direction for subordinate positions, such as the current part time Administrative Assistant and any future support staff.

**Qualifications:**

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.

It is desirable that the Consultant will have library credentials and experience, which includes related education (ALA Accredited MLIS/MIS preferred) and a history of sustained connection and positive engagement with the library sector.

**Essential Competencies:**

- Strong organizational and leadership abilities to help steward strong relationships between all parties, including CFLA-FCAB Board, members, supporters and other affiliated partners.
- Successful fundraising experience, with demonstrated understanding of leading-edge philanthropic practices
- 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
- Strong financial literacy acumen, including preparation and management of budgets, and stewardship processes
- Highly developed oral and written communication skills, including demonstrated experience with public speaking
- Highly developed critical thinking and analytical skills

### **Preferred Competencies:**

- 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.
- Record of successful grant applications and reporting

### **Essential Personal Attributes:**

- Highly motivated to achieve success
- 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 -

[cfla-fcab@kpl.org](mailto:cfla-fcab@kpl.org)

For more information about the Federation, including the strategic plan, please visit [cfla-fcab.ca](http://cfla-fcab.ca)

Initial review of applications will begin on May 25, 2020, and the position will remain open until filled.