## 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

**EXAMPLES OF KEY WORKING PROJECTS in 2021-2022 MAY INCLUDE:**

* Together with OLA and our government relations firm, continue to advocate for maintained and increased funding opportunities for public libraries in Ontario such as an Ontario Digital Public library and Public Libraries Operating Grant.
* Connect with the volunteers in FOPL’s four working groups, and work to set goals and achieve new targets.
* Implement administrative best practices for the organization, such as reviewing policies and membership fee structure.
* Developing training opportunities to maximize the impact and use of the FOPL statistical report based on the Annual Survey of Public Libraries.
* Increase awareness of FOPL within the library community, improving communications with members, website access, and social media presence.

## 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

As a part-time contractor, this position will be remunerated for an average of 21 hours (3 days) per week under a 3-year term contract with renewal provision at a rate of $63.44 per hour start, increasing to job rate of $74.32 per hour.

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

## 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>

**TO APPLY FOR THIS POSITION**

Applicants are requested to forward a letter and resume to [vpl.admin@vaughan.ca](mailto:vpl.admin@vaughan.ca) to the attention of  ‘Recruitment Committee’ no later than Friday, April 9, 2021

Interviews will be held Monday, April 19, 2021.