



EXECUTIVE DIRECTOR

Reports to: Board of Directors

FLSA status: Full-time exempt

Salary: \$65,000-\$75,000 plus \$800 monthly health stipend via HAS payment and mileage reimbursement

OUR MISSION

The Foundation for Monterey County Free Libraries (FMCFL) believes in the power of libraries to enrich and change the lives of Monterey County residents, each of whom deserves equal access to information that will open windows to a larger world. FMCFL's mission is to assure and accelerate the mission of the MCFL system by providing resources and outreach.

EXPECTATIONS

The Board of Directors for the Foundation for Monterey County Free Libraries (FMCFL) is searching for an Executive Director (ED). The preferred candidate for our Executive Director will oversee all the Foundation's operations and initiatives with the support of a contracted grant writer and bookkeeper. The ED position collaborates with the Board of Directors in key decision-making and works closely with the Monterey County Free Libraries administrative staff to support programs and services offered. As the Foundation's sole employee, the ideal ED has attributes of self-governance, self-motivation, organization, and timeliness. This position is hybrid with in-person obligations including but not limited to visiting the FMCFL office at 188 Seaside Circle, Marina, CA (weekly at minimum), attending Board and Committee meetings, and site visits to the County's libraries.

Additional responsibilities include:

- Overseeing FMCFL's strategic plan
- Supporting the Board of Directors in developing organizational goals
- Representing the Foundation to stakeholders and the community
- Providing monthly reports, agendas, and data to the Board of Directors
- Managing the annual budget (operations and support funds)
- Developing and managing FMCFL's fundraising activities including grants, sponsorships, annual appeals, Monterey County Gives! and special events
- Overseeing the annual Fran McFadden Library Service Scholarship
- Creating and distributing marketing materials that support the Foundation's initiatives
- Maintaining FMCFL's website
- Ensuring FMCFL is in compliance with all applicable laws and regulations as well as insurance and risk management



Foundation

Monterey County Free Libraries

GOALS

- Develop revenue with the long-term goal of increasing support to the libraries and adding back select positions or resources
- Increase the Foundation's community profile with the long-term goal of building a stronger network of supporters and attendees at foundation-funded MCFL
- Create professional and cohesive branding and marketing materials
- Recruit new Board members in relevant categories including but not limited to finance, development, and education

REQUIREMENTS

- Bachelor's degree in a relevant field or equivalent experience
- Understanding of resource management and fund development
- Demonstrated ability to plan and implement effective operations
- Demonstrated ability to establish and maintain relationships with stakeholders and community partners
- Leadership skills including negotiation and problem solving
- Strong communication skills, both written and oral
- Excellent interpersonal skills
- Reliable transportation
- Minimum three years' experience in a management position, preferably in the nonprofit sector

APPLY

Submit your cover letter and resume to nancy.harray@gmail.com.