

Michigan Library Association

Executive Director

About Us

Located in Lansing, Michigan, **the Michigan Library Association (MLA)** is Michigan's oldest and largest library association. Guided by the belief that libraries are the cornerstone of a free society, MLA has advocated for libraries on behalf of the state's residents for more than 125 years. MLA defends the right to read, advocates for adequate library funding, clarifies library governance issues, promotes librarian education and works for free access of information to all residents. MLA's membership is comprised of more than 1,500 individual and organizational members from public, academic, private and special libraries. MLA's mission is to serve all library professionals and their supporters.

About the Position

The Executive Director is the management, fiduciary and public relations leader of MLA, and their primary responsibility is to support all Michigan libraries in advocacy and professional development needs. This individual will serve as the Chief Communications Officer and legislative advocate, promoting the vibrancy and importance of Michigan's libraries, while advancing the organization's value proposition through the development of member experience.

The position is executed from MLA offices in Lansing, Michigan and will engage with libraries statewide, requiring approximately 30% travel.

The Work

Management and Administration: The Executive Director (ED) will exhibit strong overall leadership of the organization to inspire professionalism, teamwork, collaboration and trust, including:

- Establish plans to achieve goals set by the Board of Directors, including establishment of internal policy and personnel management.
- Act as the Board of Director's primary liaison, including management of all financial activities with the Executive Committee, Treasurer and Director of Finance and Administration.

Membership Retention and Recruitment: Develop and implement recruitment and retention plans. Establish partnerships to address membership needs and to promote member benefits through marketing and promotional materials.

Advocacy, Publicity and Communications: As the lead advisor and spokesperson for the Association, communicate effectively with the membership and the Board of Directors, plans to maintain and grow engagement with MLA at all levels. Also, develop partnerships and affiliations with external entities, including the media and legislature, to promote the value of Michigan libraries.

Financial Oversight and Fiduciary Responsibilities: Provide leadership to the Board of Directors and Executive Committee to ensure proper fiduciary and financial oversight in the areas of:

- Maintain and improve sound financial practices and participate in the annual audit;

- Work with staff to prepare budgets for presentation to the Executive Committee; and
- Serve as primary staff lead for fund development and revenue allocation.

QUALIFICATIONS

In addition to successful experience managing the functions of a growing association like the Michigan Library Association, the preferred candidate should have the following qualifications.

Required Skills, Education and Experience

- Extensive knowledge of the principles and practices of association management;
- Familiarity with conference planning and management;
- Familiarity with political lobbying activities;
- Proven relationship-building skills;
- At least five years of experience at senior management levels; and Familiarity with basic computer usage and electronic communication.

Preferred Qualifications

- Familiarity with the purpose and function of libraries;
- Familiarity with the principles of public relations;
- Familiarity with leading continuing education or professional development efforts;
- CAE (Certified Association Executive) designation; and
- Master's in Business Administration and/or Library Science, preferred.

HOW TO APPLY

In addition to managing a thriving organization with passionate colleagues, a successful candidate will receive a newly revised and upgraded benefits and compensation package, including competitive salary, full benefits and paid time off. For confidential consideration, interested candidates should provide a cover letter, including **salary expectations**, and an updated resume/curriculum vitae electronically to danybourjollysmith@asaecenter.org with a subject line: **MLA – Executive Director**.

MLA is an equal opportunity employer, which does not discriminate based on race, national origin, religion, age, color, sex, sexual orientation, disability, veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations.

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