Executive Director

POSITION SUMMARY

The Executive Director serves as the chief executive officer of Community Library Sedona, an independent nonprofit public library serving Sedona and the Verde Valley. Reporting directly to the Board of Directors, the Executive Director provides strategic, financial, and organizational leadership while ensuring the long-term sustainability and advancement of the library's mission. The Executive Director leads the organization through strategy, fundraising, financial stewardship, governance, community partnerships, and organizational development while empowering an experienced leadership team to oversee library operations, collections, programs, technology, and public services.

The Executive Director serves as the Library's primary ambassador, chief fundraiser, and strategic leader, working in close partnership with the Board of Directors to strengthen Community Library Sedona's role as one of the region's leading nonprofit organizations. Success in this role depends on building relationships throughout the community while ensuring the library has the financial resources necessary to fulfill its mission.

REPORTING RESPONSIBILITIES

Reports to: Board of Directors
Serves as: Representative to civic and governmental organizations; Primary liaison to the Friends of the Library
The Executive Director supervises: Assistant Director; Director of Youth & Family Services; Director of Finance & Operations; Village Library Manager, Director of Development

PRIMARY RESPONSIBILITIES

Executive Leadership + Board Partnership

- Provide overall strategic leadership, ensuring alignment between the organization's mission, strategic direction, and execution.
- Champion service excellence as a core executive and organizational responsibility
- Serve as the Board's chief executive while maintaining a clear distinction between governance and management.
- Partner with the Board to establish long-range priorities and translate strategic plans into measurable organizational goals.
- Work with Board leadership to develop meeting agendas, support committee work, and promote effective governance practices.
- Provide timely financial, operational, and organizational reporting to support informed Board oversight and decision-making.
- Implement Board-approved policies and ensure organizational priorities are carried out effectively.

- Lead organizational change initiatives and maintain accountability for organizational performance and results.
- Keep the Board informed of emerging opportunities, organizational risks, and significant issues requiring attention.

Fundraising & Philanthropy

- Serve as the organization's chief fundraising officer and partner with the Board on fundraising initiatives.
- Develop and execute comprehensive fundraising strategies to support organizational priorities.
- Cultivate and solicit major donors and oversee annual and recurring giving programs.
- Lead capital campaign efforts and pursue and oversee grant opportunities.
- Represent the organization at public events to build visibility, relationships, and philanthropic support.

Financial Leadership

- Develop and present annual operating and capital budgets and oversee organizational finances.
- Approve organizational expenditures and ensure strong internal financial controls.
- Work with the Treasurer on investments, reserves, financial reporting, and long-term financial sustainability.
- Support annual audit processes and address related financial requirements.
- Ensure compliance with applicable nonprofit financial regulations and reporting requirements.

Community Engagement

- Serve as the organization's chief spokesperson, maintaining a visible and active presence throughout the community and region.
- Lead advocacy efforts that strengthen the library's mission, visibility, and community support.
- Build and strengthen partnerships with local government, Yavapai and Coconino Counties, civic and nonprofit organizations, educational institutions, businesses, community leaders, and media organizations.

Brand Stewardship

- Ensure Community Library Sedona's unique brand identity is consistently reflected across organizational culture, operations, partnerships, fundraising, communications, programs, and public engagement.
- Promote innovation and thoughtful experimentation while protecting the library's mission, reputation, and strategic vision.
- Champion brand stewardship as a core executive and organizational responsibility rather than solely a marketing function.

Organizational Culture

- Foster a healthy, collaborative organizational culture aligned with organizational priorities.
- Establish clear priorities and expectations to guide staff and organizational performance.
- Support staff growth through professional development, coaching, and leadership development.
- Delegate operational authority appropriately to empower staff and strengthen accountability.
- Ensure effective performance management and succession planning to support long-term organizational success.

Qualifications

- Master's degree in Library and Information Science (MLIS) from an ALA-accredited institution.
- Five or more years of senior executive leadership experience in a public library or library-support organization.
- Superior relationship-building and community engagement skills.
- Strong financial management and forecasting experience.

Additional Desired Qualifications

Experience managing organizational growth or capital projects, leading a nonprofit or mission-driven organization, capital campaign or major gift fundraising experience, and experience working with governing boards are also desired.

WORKING CONDITIONS

The position requires regular attendance at Board meetings, community events, donor meetings, government meetings, fundraising activities, and public presentations. Evening and weekend work is commonly required. Travel throughout the Verde Valley is expected.