



## Executive Director

### Search Summary

---

[The Ohio Library Council](#) [OLC] is seeking exceptional candidates for a new **Executive Director** opening. OLC has retained [Organizational Architecture, Inc.](#) to assist with this search.

### About the Ohio Library Council

---

The Ohio Library Council is the statewide professional association which represents the interests of Ohio's public libraries, their trustees, Friends and staffs. The membership of the OLC is composed of public library systems, library trustees, Friends of the Library groups, library staff members, other library institutions, and library-related commercial vendors.

The OLC is governed by a Board of Directors composed of three library employees with an MLS or MLIS degree, three library trustees currently serving on library boards, and seven at-large members. Also involved in the governance of the OLC are the members who volunteer to participate in the activities of the association's Committees and Divisions.

#### Mission Statement

The Ohio Library Council is the forum in which Ohio's public library community is strengthened through **advocacy, education, collaboration, and innovation.**

#### Vision

- The OLC focuses on the strong base of diverse public libraries in Ohio and its continuing capacity to provide equitable access and serve diverse needs.
- The OLC affirms its leadership role as the voice of Ohio's public libraries and the provider of choice for continuing professional development.
- The OLC uses its member-focused approach to provide relevant services and leading-edge information on issues important to the future of Ohio's libraries.

The following links provide additional information on OLC:

- [Strategic Plan 2018-20](#)
- [Organizational Chart](#)

## Executive Director – Position Summary

---

### About the position

The ideal candidate would be a mid- to senior-level association management professional with prior leadership experience in small to medium-size professional associations and/or not-for-profit organizations. S/he will be tasked with representing the interests and fulfilling the needs of a highly collaborative but diversified membership base [e.g., Ohio's public libraries, their staffs, trustees, and Friends groups]. A strong candidate is a service oriented, mission driven individual who can build consensus and inspire collaboration across all internal stakeholder groups. Also, s/he must be able to foster awareness and enthusiasm about the essential societal need for libraries services to varied external audiences.

The selected candidate will replace the current Executive Director, Doug Evans, who announced his retirement effective June 30, 2019, after 17 years of strong and professional leadership at OLC. Mr. Evans will help facilitate the onboarding and transition of his duties to the new director prior to his departure.

This position reports directly to the Board of Directors. There 10 full time employees in the organization, of which nine directly report to the Executive Director:

1. Administrative Assistant Direct of Communications
2. Director of Education and Events
3. Director of Government and Legal Services
4. Director of Member Services
5. Accounting / Data Services Manager
6. Events Manager
7. Technology Coordinator
8. Office Administrator
9. Office Assistant / Receptionist

### Primary job function

The Executive Director serves as the organization's chief administrator by providing leadership and oversight of all programs and initiatives. S/he acts as the key spokesperson and the face of the organization. As such, the Executive Director is the primary liaison to all internal and external partners/stakeholders, government officials, and the larger community of library-oriented organizations, professionals, and associates. Most critically, as a principle advisor and strategic partner to the Board of Directors, s/he also ensures that strategic action plans are successfully implemented and that outcomes are thoroughly reported on bi-monthly [or more frequently, on an "as needed" basis].

## Organizational goals and priorities

As the top executive officer, the organization's goals and objectives [as outlined in strategic plan] are, in essence, the charge of the Executive Director. By creative and judicious usage of the OLC's collective resources and capital [human, fiscal, and institutional], s/he will:

1. Advocate the interests of Ohio's public libraries, with a focused commitment to ensure adequate state funding.
2. Develop high-quality public library administrators, staff members, Trustees, and Friends through unsurpassed education and training.
3. Position the OLC as the collective voice for Ohio's public libraries and the authoritative source of information on issues impacting Ohio's public libraries.
4. Sustain an organizational structure that is flexible and responsive to members' needs, inspires member engagement, and reinforces organizational success.

## Major job functions

1. Serves as the chief executive officer and primary spokesperson for the association.
2. Maintains a strong working relationship with the OLC's Board and manages all aspects of Board meetings and activities to ensure effective organizational governance.
3. In tandem with OLC's Board, helps develop the annual strategic plan, and is accountable for the successful execution of strategic plan in order to achieve the strategic mission and vision of the organization.
4. Serves [or assigns staff who will serve] as the OLC's representative to the Ohio Library Foundation.
5. Maintains positive working relationships with local, state, and national library associations including: the State Library of Ohio, the Ohio Public Library Information Network [OPLIN], the Kent State University iSchool, the American Library Association, the Public Library Association, and other library related organizations.
6. Adds value as a key member of management; understands the business, financials, industry, clients, and strategy.
7. Supervises employees, provides direction, coaches, trains and develops, hires, and manages performance to organization goals and expectations.
8. Manages budgets and resources effectively and efficiently; knows and understands organization's financial position.
9. Manages vendors and outside service providers effectively; sets expectations and holds them accountable.
10. Administers all aspects of the Ohio Library Council.
11. Implements all policies and procedures and makes recommendations to the Board on proposed policies and procedures.
12. Plans, develops, and implements all activities and programs.
13. Maintains contact with OLC's legal counsel.
14. Communicates and reports critical business information to Board members and members of the OLC.
15. Plans and manages OLC's conferences and events.
16. Leads public relations efforts and communication to members and the community at large.

17. Oversees facilities maintenance, safety, and work environment.
18. Other duties as required.

### Functional Competencies

1. Association management expertise	7. Global and cultural awareness
2. Business acumen	8. Innovative
3. Communication	9. Leadership and navigation
4. Consultation	10. Proactive
5. Critical evaluation	11. Relationship management
6. Ethical practice	

### Organization and Role Competencies

1. Commitment to innovation and efficiency	4. Integrity
2. Customer service	5. Strategic thinking and big picture mindset
3. Fiscal and resource responsible	6. Time, task, and project management skills

### Expertise – required

1. Experience with the principles and practices of association management is required.
2. Experience interacting with donors, grantors, senior level executives, community stakeholders, and high-profile individuals is required.
3. Experience hiring, training, developing, supervising, and evaluating staff is required.
4. Experience as a leader in a small- to medium-size professional association or not-for-profit organization is required.
5. Experience with financials and financial analysis [profit and loss, balance sheet and cash flow management, and general finance and budgeting] is required.
6. Experience in media relations and as an organization spokesperson is required.
7. Experience collaborating with and influencing board members or trustees is required.
8. Experience developing and executing strategic plans is required.
9. Experience working as part of a senior management team is required.

### Expertise - Preferred

10. Experience with the purposes and function of libraries is preferred.
11. Experience in a member-based organization is preferred.
12. Experience with political lobbying activities is preferred.
13. Experience with conference planning and management is preferred.

### Experience and education

- Education: Bachelor's degree in business administration, library science, or a related field is required. Master's degree is preferred.
- Certifications or licensure: ASAE Certified Association Executive is preferred. Drivers' license and ability to maintain a driving record that is satisfactory to the organization's liability insurance carrier is required.
- Years of relevant experience: 10 or more years is preferred.
- Years of experience supervising: 7 to 10 years is preferred.

The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.

## Compensation

---

In addition to a competitive base salary, the compensation package provided includes:

• Medical	• Generous paid time off allowances (vacation, sick, and leave of absence benefits).
• Dental	• 401k retirement plan
• Vision	• Professional association membership dues reimbursement
• Life insurance	• Parking/Mileage reimbursement

---

## Contact

---

The points of contact for this search are:

Ryan Sheehan Organizational Architecture, Inc. 3100 East 45 <sup>th</sup> Street Suite 462 Cleveland Ohio 44127 440.313.5023   <a href="mailto:ryansheehan@oahumanresources.com">ryansheehan@oahumanresources.com</a>	Mark Fiala Organizational Architecture, Inc. 3100 East 45 <sup>th</sup> Street Suite 462 Cleveland Ohio 44127 216.242.2698   <a href="mailto:markfiala@oahumanresources.com">markfiala@oahumanresources.com</a>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

We will be glad to furnish you with additional information about the role, compensation, benefits, and selection process.

## About Organizational Architecture, Inc.

---

For over twelve years, Organizational Architecture, Inc. [OA] has delivered HR consulting solutions to privately and publicly owned companies across numerous industry sectors, and to many public sector and not-for-profit agencies. Core service offerings include compensation and benefits consulting, org development, talent acquisition, HR compliance, training/development, interim HR management, and HR project management. The professionals at OA bring a highly analytic and customized approach to every project and serve as true strategic partners to their clients. To learn more, visit: [www.oahumanresources.com](http://www.oahumanresources.com)