

Director of Community Engagement Main Library
Full-Time 38 hours
(Grade G)

Basic Function:

The Director of Community Engagement is a leadership role designed to enhance the executive office capabilities and oversee targeted systemwide services and projects of all types. The goals are to expand and enhance services to underserved populations, cultivate new relationships while leveraging existing partnerships, apply for and coordinate grants, lead the Library's DEI initiatives, and manage projects to deepen and broaden the Library's impact. This role is vital to the future growth of LPLS.

Characteristic Duties and Responsibilities:

- Provides project focused support to the CEO and COO to help advance organizational strategic goals and objectives.
- Formulates goals, outcomes, plans, and procedures for implementing DEI initiatives in accordance with organizational strategic plan and priorities.
- Researches community needs and develops new services and initiatives to meet those needs.
- Acts as liaison with member/partner points of contact for coordination of key meetings and/or conference calls.
- Conducts research and general analysis on partner prospects, special projects, and new initiatives.
- Responsible for ensuring LPLS's leadership is prepared for making new connections, building new relationships, and leveraging existing relationships to broaden our community impact.
- Collaborates with LPLS management, staff, and partners to develop and execute projects and plans for ongoing support.
- Coordinates the delivery of outreach services at all types of community locations and events.
- Represents the Library in public and attends meetings.
- Seamlessly integrates with LPLS's Marketing and Communications department to put together proposals and other documents needed to support new initiatives.
- In charge of the Library's outcome measures initiative.
- Leads and facilitates committees and task forces.
- Collects project data, writes reports, and gives presentations.
- Explores new grant opportunities, writes proposals, and coordinates grant-funded projects from inception to final reporting.
- Works with Friends of the Library and the Library Foundation.
- Manages staff and serves as Manager of a branch as needed.
- Coordinates and supervises volunteers.
- Maintains good public relations with the community, including extensive networking.
- Serves as a member of the Leadership Team.

Education Requirements:

- MLIS preferred
- BA required

Experience Requirements (knowledge, skills, and abilities):

- Minimum three years of experience with progressive levels of responsibility in a library environment.
- Thorough knowledge of professional library principles, methods, techniques and procedures.
- Demonstrated ability to facilitate meaningful conversations around diversity, equity, and inclusion.
- Experience connecting with underserved populations.
- Demonstrated work toward anti-racism.
- Flexibility and adaptability.
- High level of comfort taking initiative and completing projects independently at high standards.
- Deadline oriented.
- Exceptional prioritization and project management skills.
- Must be able to juggle multiple priorities simultaneously.
- Values the opportunity to make new connections and provide interconnected support.
- Proven track record of collaboration.
- Ability to assess community needs and recognize opportunities that would benefit the Library.
- Ability to lead, plan, coordinate, and supervise the work of others.
- Ability to network in face-to-face, telephone, and online situations.
- Ability to use office productivity and communications software applications.
- Experience working with senior executives and public officials.
- Tact and courtesy.
- Team focused.
- Outstanding written and oral communication skills, including the ability speak effectively in public.
- Sound professional judgment.
- Experience with budget development and administration.
- Excellent customer service skills.

Supervisor: Chief Operating Officer

Other:

Applicants are expected to work evenings and weekends. Regular travel throughout the System and communities expected. The Lorain Public Library System has six locations and an Outreach Department, which serve a diverse population of over 135,000. Starting salary range \$71,000-75,000.

Closing Date for Applications: Open until filled.