



Director of Community Engagement
Full-Time Position 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.

Distinguishing Features of the Class:

The goals of this position 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 DEIA initiatives, and manage projects to deepen and broaden the Library's impact.

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 DEIA initiatives in accordance with organizational strategic plans 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.

Knowledge, Skills and Abilities:

Thorough knowledge of professional library principles, methods, techniques, and procedures.
Demonstrated ability to facilitate meaningful conversations around diversity, equity, and inclusion.
Ability to define problems, collect data, establish facts and draw conclusions.
Experience connecting with underserved populations.
High level of comfort taking initiative and completing projects independently at high standards.
Flexibility and adaptability.
Exceptional prioritization and project management skills.
Deadline oriented.
Must be able to juggle multiple priorities simultaneously.
Values the opportunity to make new connections and provide interconnected support.
Ability to assess community needs and recognize opportunities that would benefit the Library.
Ability to lead, plan, coordinate, and supervise the work of others.
Experience working with senior executives and public officials.
Team focused.
Outstanding written and oral communication skills, including the ability to speak effectively in public.
Sound professional judgement.
Experience with budget development and administration.
Excellent customer service skills.

Education, Training and Experience:

Bachelor's Degree required. M.L.I.S from an ALA-accredited library school preferred. Minimum three years of experience with progressive levels of responsibility in a library environment or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Supervisor: Chief Operating Officer

Other: Full-Time, 38 hours/week. Salary Range \$71,000-\$75,000

Closing Date for Internal Applications: October 5, 2024

Closing Date for External Applications: Open Until Filled