

# BRAKELEY SEARCH

LEADERSHIP SEARCH PARTNERS

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POSITION SPECIFICATION

## EXECUTIVE DIRECTOR

The Lafayette Library and Learning Center Foundation  
*Lafayette, CA*

### **Brakeley Search**

formerly known as Leadership Search Partners,  
is a search firm focused exclusively on the nonprofit sector.  
As a division of Brakeley Briscoe, Inc. (BBI), the San Francisco Bay Area-based firm works with  
local, national, and international nonprofits to help them hire exceptional senior-level leaders.

### **Managing Director, Scott Staub, ACFRE**

is leading this search assignment. Inquiries may be made, in confidence,  
to Scott Staub at [sstaub@brakeleysearch.com](mailto:sstaub@brakeleysearch.com).

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<b>TITLE:</b>	Executive Director
<b>ORGANIZATION:</b>	The Lafayette Library and Learning Center Foundation (LLLCF)
<b>LOCATION:</b>	Lafayette, CA
<b>REPORTS TO:</b>	Board of Trustees

### MISSION

In collaboration with community partners, our mission is to sustain the Lafayette Library and Learning Center as a community place and regional resource that offers enriched experiences for all ages.

### ABOUT

The Lafayette Library and Learning Center Foundation was established to sustain the Lafayette Library as a vibrant regional resource for the benefit of our community, now and for generations to come. Since opening in November 2009, the Foundation has helped fuel its vision of a Library as a learning center by offering enriching experiences for all ages. The Foundation's mission flourishes with financial support from individual donors, corporate sponsors, grants and proceeds from facility room rentals.

### ABOUT THE OPPORTUNITY

The Executive Director of the Lafayette Library and Learning Center Foundation will lead a team of three direct reports. The Executive Director works closely with the City of Lafayette management and elected officials, Contra Costa County Librarian, Lafayette Library staff and the Friends of Lafayette Library. Building upon the success in programming and providing exemplary support to the Lafayette Library and Learning Center, the Board of Trustees seeks a visionary and strategic leader to chart the course of future of the Foundation. The new Executive Director will lead the process of strategic planning, develop and oversee the implementation of the operating plan and ensure fiscal and organizational stability. The Executive Director plays a leadership role in fundraising and community advocacy. The Foundation benefits from a robust sustainability fund and committed donors who support the library and learning center as a "crown jewel" in the Lafayette community.

## **Key Responsibilities**

### *Fundraising*

- Deepen and expand relationships with diverse funding sources, including public agencies, corporations, and individual donors
- Drive key results in fundraising by working with the staff and Board of Trustees in a successful fund development plan

### *Strategic Planning*

- Develop and execute a strategic plan in conjunction with the Board of Trustees and key stakeholders

### *Fiscal Management*

- Develop, manage, and monitor organizational budget in partnership with the Board of Trustees
- Strategically link revenues and resource allocation to facilitate and manage agency and programmatic growth
- Oversee the presentation of financial and organizational progress reports to the Board of Trustees

### *Organizational Leadership and Management*

- Lead the organization in the development and implementation of long-term vision, strategies, and goals
- Oversee all programmatic, operational, financial, and fundraising activities of the organization
- Manage and inspire staff, leading the team toward a common mission
- Foster an organizational culture of results, learning, innovative thinking, accountability, and collaboration
- Maintain an effective and collaborative working relationship with the Board of Trustees as a whole and with individual board members
- Serve as the principal resource to the Board of Trustees and its key committees and give strong direction in policy formulation and interpretation
- Serve as a compelling spokesperson for the Foundation's vision, strategy, and programs among board, staff, volunteers, donors and other key stakeholders, and the community at large
- Cultivate and maintain strong relationships with major donors and government agencies

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## **Professional Experience/Qualifications**

### Experience:

- 3-5+ years leadership with managerial, financial, and operational experience as an executive/senior manager
- Staff management of 2+ direct reports and budgetary accountability of at least \$1M
- Experience with oversight of complex, diverse range of programs or operations
- Experience developing and executing strategic plans for an organization
- Track record of building relationships and working effectively with public partners, funders, business leaders, and the community
- Demonstrated ability to develop, and retain staff, cross-functional team performing in a complex environment
- Demonstrated track record of successful fundraising campaigns including major gift solicitations

### Skills:

- Outstanding communicator with excellent speaking, writing, and listening skills
- Ability to publicly advocate on behalf of LLLCF and the community
- Big picture thinker who understands how to increase, diversify, and optimize multiple funding sources
- Proficiency in financial management and analysis
- Ability to plan and execute on specific metrics to achieve organizational goals
- Ability to build relationships with clients, donors, partner organizations and government agencies

### Personal Characteristics:

- Committed to building community and promoting a learning environment
- A leader who enjoys being the public face of an organization
- Problem solver and comfortable making tough decisions
- High degree of emotional intelligence and empathy
- Understands and puts diversity, equity and inclusion (DEI) as part of the planning process and leadership skills

### Preferred:

- Understanding and involvement with library or literary setting
- Proven track record of managing change through a transition and/or transformation
- Prior experience as an executive director/CEO

### Education:

- Bachelor's degree or equivalent experience

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## COMPENSATION

The salary range is \$135,000 to \$150,000 with three weeks of vacation and a health benefits package. This is a hybrid position with some remote work as well as evenings and weekends.

## TO APPLY

Brakeley Search is conducting this search on an exclusive basis on behalf of LLLCF. Interested candidates should apply via email by sending a resume and a letter outlining qualifications as PDF or Word documents to Chelsea Burr at [CBurr@BrakeleySearch.com](mailto:CBurr@BrakeleySearch.com) with "Executive Director LLLCF" in the subject line.

## EOE STATEMENT

LLLCF encourages a diverse work environment and will not discriminate on the basis of race, color, creed, citizenship status, religion, religious creed, gender, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, marital status or veteran status. LLLCF complies with all applicable federal, state and local laws governing nondiscrimination in employment and sets out to provide equal opportunity in employment, promotions, wages, benefits and other privileges, terms and conditions of employment.

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