RESPONSIBILITY: The Director of the Ridgefield Library (RL) leads the organization and is accountable for collaboratively developing and implementing the Library’s strategic vision and plan. In partnership with the Board, the Director ensures the fulfillment of the Library’s mission and its future success. The Library’s Director works with a high degree of independence and supports the governing volunteer Board of Directors. The Director fosters board development and collaboratively problem solves with the Board while keeping it informed of internal conditions and external developments.

Essential Functions:

- Collaborates with the Board to strategically define, communicate and implement the Library's vision.
- Is a supportive contributor and team player in town through relationships with the Board, the First Selectman, Board of Selectmen, Finance Board, Town Departments and other Town councils/committees
- Serves as a dynamic, articulate key spokesperson for the RL to the media and the community.
- Provides responsible stewardship of Library funds.
- Provides planning and implementation of an ongoing development program and fundraising plan for long-term financial stability while meeting current operational needs.
- Plans, organizes, and directs all administrative Library activities.
- Serves as the Library’s expert, sharing new concepts and trends in organization, technologies, and service delivery models.
- Recommends new and revised policies to the Library Board for approval.
- Provides ongoing board development and training including orientation for new Board members and information on various models of Board governance.
- Serves as final authority on all personnel matters.
- Promotes and engages in a culture that reflects the organization’s values, encourages good performance, and rewards creativity, innovation, and productivity.
- Assesses the principal risks of the RL and ensures that these risks are being monitored and managed; ensures effective internal controls and management information systems are in place; ensures that RL has appropriate systems to conduct activities both lawfully and ethically; maintains high standards of corporate citizenship and social responsibility in all business environments.
- Creates vital, ongoing stakeholder partnerships focusing on the Town of Ridgefield and its citizens, and meeting their needs where they are in the
community-guaranteeing the RL a seat at each key community table.

- Represents the RL locally, statewide and on the national stage, showcasing RL’s innovative and successful programs and services.
- Represents the Library in applying for federal, state and private funds; works at the federal level and with the State Library and State Legislature to achieve progressive library legislation and funding for RL.
- Work with federal and state officials, state library staff, civic organizations and professional associations for the betterment of the RL.
- Ensures safe conditions for staff, public, and building operation.

**Other Functions:** Performs related duties as required. The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

**QUALIFICATIONS AND COMPETENCIES:**

- Master’s Degree in business, public administration, education, or library science is preferred; Bachelor’s Degree in business, liberal arts or education is required.
- Six to 10 years of experience managing and/or leading as an executive or Director in complex organizations.
- Demonstrable proficiency in strategic planning, policy development and execution is required.
- Strong fundraising skills and experience in short and long term strategic and financial planning with ability to close major gifts and secure funding from new and innovative sources.
- Strong demonstrated working knowledge and execution of business processes, planning & organization, budgeting and funds development.
- Excellent understanding of project management principles.
- Working knowledge of information systems, research, marketing, and nonprofit operations and functions.
- Solid working knowledge of, and experience in, board relations is critical for this position.
- Entrepreneurial focus and skills.
- Excellent communication, public relations and interpersonal skills. Relationship development, organizational marketing, and collaboration skills are essential.
- Excellent presentation skills.
- Demonstrated understanding and success with multi-organizational strategic alliances. Ability to work flexibly in a team environment and to deal with simultaneous, multiple projects and responsibilities.
- Competency and ability to build relationships in establishing and maintaining effective working relationships with the Board of Directors, staff, Friends of the
Library, community groups, and other related agencies.

☐ Ability to successfully manage change is essential.
☐ Ability to establish and maintain system-wide collaborations with community agencies.
☐ Strong commitment to working within a team environment.
☐ Solid working knowledge of all MS Office suite software.
☐ Strong written and verbal communication, listening, organization and priority setting skills.
☐ Ability to provide welcoming and effective customer service.
☐ Ability to deal effectively with elected officials, and other public constituencies.
☐ Successful candidate must live within a reasonable commute distance of the Town of Ridgefield.