



# Manchester Community Library

## Executive Director

Manchester, Vermont



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### About Manchester Community Library

Nestled in the southwest Green Mountains just three hours north of Boston and four hours from New York City & Montreal, the Manchester Community Library (MCL) is the central gathering place for community education and civic life in an idyllic town known for its renowned cultural institutions, outstanding schools, and year-round recreation. Operating as a 21<sup>st</sup> Century library with a state-of-the-art collection, technology, and facilities, MCL is a resource hub for residents of Manchester and surrounding towns in Bennington County.



The Library’s tagline – “Meet you at The Library” – speaks to the essence of small-town character. MCL’s chief ambition is to connect residents with one another by providing a welcoming and comfortable place where they can access tools and information and enjoy compelling programs for kids and adults of all ages.

Its current 18,500 square foot facility was built in 2014 as the latest public iteration of the town’s Mark Skinner Library, originally founded in 1897. With a Board of 13, staff of 10, and dedicated team of volunteers, the library hosts 1,000 programs and 58,000 visitors each year with an operating budget of \$1M and an endowment of \$5.6M.

For more information on Manchester Community Library, please visit our [website](#). You can learn more about the Town of Manchester [here](#).



### The Opportunity

Manchester Community Library seeks a passionate leader, advocate, and fundraiser to inspire the next chapter of MCL’s impact and sustainability.

The Executive Director will be responsible for strategic oversight of the library, including developing and executing a strategic plan, designing and implementing all fundraising and development activities, supervising staff, and working collaboratively with the Board of Trustees to ensure the organization's financial integrity and accountability.

Reporting to the Board of Trustees, the ED will directly supervise the Assistant Director of Programs, three librarians, as well as the Communications and Facilities staff.

**Key responsibilities of the ED include:**

- Develop and implement strategic plans and budgets to achieve MCL’s revenue goals, secure town appropriations, and ensure long-term financial health.
- Be an effective spokesperson for MCL and its mission across diverse constituencies, including patrons and community members, civic and business leaders, partners and funders.
- Serve as the organization's chief fundraiser by cultivating and stewarding donors, attending fundraising events, and soliciting major gifts for the organization's current and future needs.
- Guide and implement a Marketing and Communications strategy that supports advancement goals and builds recognition and visibility of the library.
- In collaboration with staff and the Board of Trustees, identify pathways for serving, growing, and diversifying programs and services in partnership with local nonprofits and schools.
- Foster community collaborations and partnerships that enhance MCL’s reach and impact, serving as an effective leader and ambassador.
- Bring a forward looking, entrepreneurial approach to the evolving local and national library ecosystem, identifying 21<sup>st</sup> Century Library trends and key opportunities that will ensure MCL’s ongoing success and relevance.
- Ensure that resources are ethically, efficiently, and responsibly deployed to serve MCL’s mission in the near and long term.







## Candidate Profile

While no one candidate will have every experience outlined in the position description, ideal candidates will display many of the following professional and personal qualities, skills, and characteristics:

### A Deep Commitment to the Mission & Purpose of Public Libraries

- A passionate advocate for public libraries who brings a deep understanding of the nature and ethics of the work, as well as the essential role public libraries play in healthy communities and a flourishing democracy.
- An accomplished strategic thinker who can articulate a clear, compelling, and unifying vision for MCL that centers patron experience, community service, and education in a rapidly evolving digital age.

### An Authentic Relationship Builder & Community Ambassador

- A compelling communicator who effectively conveys MCL's work, mission, and vision as a spokesperson and public representative across a broad range of constituencies.
- An authentic presence and strong listener with low ego and high emotional intelligence, demonstrating the ability to form meaningful, trust-based relationships.

### A Strategic Leader with Operational & Financial Acumen

- A dynamic, mission-focused executive with strong business acuity and a track record of successfully managing teams, budgets, and long-term strategy.
- A skilled administrator and problem solver who can effectively balance "big picture" strategic guidance with the ability to execute and operationalize plans.
- An astute financial thinker with demonstrated experience in resource development, budget and P&L management, including expertise in building sustainable revenue models.

### A Passionate Fundraiser, Public Speaker, and Advocate

- An experienced leader who genuinely enjoys fundraising and has the demonstrated skillset to cultivate new and existing donors and to inspire transformational gifts from individuals and foundations.
- An enterprising professional who can help drive, diversify, and optimize revenues and investment across the organization through effective Marketing and Communications, including expanding membership, events, philanthropy, and corporate sponsorship.
- A genuine and infectious commitment to the role, with a passion for the people, culture and natural resources of Manchester and surrounding towns.

### A Highly Inclusive & Emotionally Intelligent Manager

- A transparent communicator who actively informs staff and engages internal and external constituents in the mission, vision, and future of the organization.
- A leader who recruits, hires, and retains outstanding talent and is dedicated to creating pathways that encourage continuous learning and professional development among staff.
- A collaborative, trusting and accessible leader who listens actively, solicits ideas and feedback from others, and fosters a culture of innovation.
- A leader who inspires the team to achieve excellence, celebrates accomplishments, and ensures an equitable and inclusive workplace for all.



### *Additionally, ideal candidates with bring:*

- Master of Library and Information Science, or Library Professional Certificate
- 10+ years nonprofit or library leadership, with similar or greater size staff/budget
- Digital literacy and confidence navigating hybrid work, online tools and platforms, information technology, library software, databases, and storage.
- Willingness to work flexible hours, including nights and weekends as needed
- Ability to commute/relocate to Manchester, VT; ideally within 1 hour of the library

## Compensation & Benefits

The salary range for this role is \$105,000-\$115,000, in addition to a benefits package that includes medical, dental, life and disability insurance, retirement plan, and generous leave policies.



## Contact

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Ariella Pasackow and Cassie Scarano of Koya Partners have been exclusively retained for this search. To express interest in this role please submit your materials [here](#). All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email [NonprofitSearchOps@divsearch.com](mailto:NonprofitSearchOps@divsearch.com). If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

## About Koya Partners

Koya Partners, a Diversified Search Group company, is the nation's premier search firm dedicated to mission-driven leadership. Since its founding in 2004, Koya has had an exclusive focus on mission-driven clients and was founded on the belief that the right leader can transform an organization and have a deep and measurable impact on our world. Koya works with nonprofits & NGOs, responsible businesses, and social enterprises in local communities and around the world.

Diversified Search Group is consistently recognized by Forbes on its top 10 list of "America's Best Executive Recruiting Firms" and is an industry leader in recruiting transformational leaders for a changing world. The firm is deliberately different in its approach, with best-in-class teams who have decades of experience in cultivating inclusive leaders, understanding the dimensions of diversity, and building equitable teams.

Learn more about Koya Partners | Diversified Search Group via the [firm's website](#).