General Information

Massachusetts Center for the Book, the Commonwealth affiliate of the Center for the Book in the Library of Congress, is a nimble outreach and programming organization which works collaboratively in the library and cultural sectors of Massachusetts, and with a network of affiliated centers for the book throughout the country to promote “books, reading, literacy, and libraries.” Now in its 22nd year of operations in Massachusetts, the Center seeks a new Executive Director to lead the organization into its next phase of growth.

The Director will work with a permanent staff that includes a full-time program coordinator and half-time communications associate, along with rotating student workers and volunteers, to advance current activities of the Center and to develop new initiatives. The Center’s office is just blocks away from Smith College (part of the Five College Consortium) in Northampton, a lively cultural center in the heart of the Pioneer Valley of western Massachusetts, which the New York Times calls “the most author-saturated, book-cherishing, literature-celebrating place in the nation.”

The Executive Director is the key management leader of Massachusetts Center for the Book, overseeing administration, programming, and strategic direction. Other key duties include fundraising, marketing, and community outreach. The position requires regular time in office to interact with staff as well as occasional travel throughout the commonwealth to develop collaborations and to advocate for the Center with funders. The position reports directly to the Board of Directors.

Responsibilities

1) **Board Governance**: The Executive Director works with the board to fulfill the mission of the Center, communicating effectively with board members and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions. The Executive Director works collaboratively with board members to recruit and engage new board members in the work of the Center.

2) **Financial Performance and Viability**: The Executive Director develops resources sufficient to ensure the financial health of the organization. As a high priority, the Director will be asked to develop and implement a plan for increased development activity in the private sector, involving individual donations and corporate sponsorships as well as mission-driven grant applications, to raise funds which will augment the public-sector funding that undergirds operations.

To ensure the fiscal integrity of the organization, the Executive Director proposes the annual budget and supports its implementation with regular financial statements that accurately reflect the financial condition of the organization. The Director also oversees submission of regular reports to the commonwealth agency which oversees the Center’s state line-item funding and cooperates with accounting contractors to maintain the books and complete the necessary filings of the corporation.
The Director is expected to manage the fiscal affairs of the organization in such a way that the Center operates within its approved budget, making necessary investments in operations as well as reserves, with the goal of maintaining a positive financial position.

3) **Organization Mission and Strategy**: The Director collaborates with the board, leads staff and contractors, forges partnerships, and inspires volunteers in a collaborative effort to ensure that the mission of the Center is fulfilled through programs, strategic planning and community outreach. The successful Executive Director will enhance the image of Massachusetts Center for the Book by being active and visible in the commonwealth, working closely with legislative, professional, civic and private individuals and institutions as well as ensuring that the Center remains active in the network of affiliated Centers for the Book.

4) **Organization Operations**: The Director oversees and implements appropriate resources to ensure that the operations of the 2.5 FTE Center for the Book are appropriate and aspirational. The Director will be responsible for hiring and retention of competent, qualified staff who are inspired to be creative and innovative in their delivery of programs and resources. The Director will be responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**Qualifications**

- Bachelor’s degree required; an advanced degree in a relevant area is a plus.
- Nonprofit leadership/management experience and a familiarity with the Massachusetts library and literary communities highly desirable.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization’s strategic future to the staff, board, volunteers, donors and the community at large.
- Demonstrated ability to oversee and collaborate with staff and colleagues in-person and remotely.
- A history of successfully generating new revenue streams and improving financial results.
- Grant writing experience.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

**Compensation**

The starting salary range for this position is $70,000-$90,000.

In addition to customary payroll taxes, the Center offers full health coverage for individuals and a generous percentage for families. It also offers a matching 401K program through Mass CORE.
To Apply

Please send a cover letter and resume to edsearch@massbook.org.

Applications will be reviewed as they are received. The position remains open until it is filled, with a desired start date for the successful candidate in later Spring 2023 (negotiable).

FOR MORE INFORMATION about Massachusetts Center for the Book please visit www.massbook.org