

# WiLS Director

## Position Description

12/2019

The WiLS Executive Director is responsible for overseeing the administration, services, and strategic directions of the organization. Key duties include mentoring and supporting staff, developing new directions for service, advocating for the organization, fostering strategic partnerships, and sustaining a culture based on the organizational values.

The position reports directly to the Board of Directors, is advised by the Strategy Group, and is guided by the needs of the members and staff.

### **Duties**

#### **Mentor and support staff**

- Provide leadership for the Staff Development Group, participate in the group, and support its work.
- Participate in staff meetings. Bring topics of concern to the staff for discussion.
- Help staff identify opportunities for learning and improvement in job performance and support their work in these directions.
- Offer coaching and mentorship to develop leadership potential in all staff.
- Ensure that staff have what they need to do their jobs.

#### **Develop new directions for service**

*Working with the Strategy Group, the staff, and the Board...*

- Develop plans for new service areas.
- Determine partners and funding sources.
- Create and monitor implementation plans.
- Evaluate service to determine viability.
- Create long-term sustainable model for service to continue.

#### **Advocate for WiLS**

- Communicate with members about the organization's directions, services, and culture.
- Communicate with the wider Wisconsin library community about the value of WiLS.
- Be aware of opportunities for wider sharing of our stories and work with staff to develop appropriate strategies to do so.
- Foster strategic partnerships through positive relationships with key groups and organizations, including developing relationships with other consortia (especially in the Midwest).

#### **Support, develop, and work with the WiLS Board and other governance bodies**

- Share regular updates to the Board about the organization.
- With administrative support, manage the annual activities of the board and committees, including meetings.
- Meet with the Board Chair/Chair Elect regularly to discuss issues and plan for future meetings.
- Provide orientation and education to the Board about WiLS culture/services.
- Work with the board to support the mission and organizational values and to reconsider these as needed.
- Sustain a positive and supportive culture within the Board.

### **Monitor financial position and complete budget-related activities**

- Complete activities as needed to ensure internal financial controls are in place.
- Review monthly financials and prepare information for the Board.
- With the Financial Officer and Strategy Group, prepare the annual budget.

### **Sustain a culture based on the WILS organizational values**

- Model the organizational values in daily work.
- Approach the work with a sense of optimism and humor.
- Recognize threats to the culture and address them in a timely way.
- Evaluate the organizational structure and suggest changes as needed.

### **Participate in project work**

Based on expertise and skill set, participate in project work. This could include facilitation, project planning, writing/editing, process design, contract/MOU development, evaluation planning, etc.

### **Perform other administrative activities**

- Hire, supervise, and deal with staff performance issues.
- With Board, Strategy Group, and Staff Development Group, plan and implement an annual strategic direction planning process.
- Monitor that the organization is abiding by all policies; bring policies for board review and amendment.

### **Help when needed**

WILS is an organization where we help one another. If a staff member needs help, we help them. The director participates in “all hands on deck” activities, offers an ear or a hand when someone is struggling, and is generally there to make sure everyone feels supported.

### **Qualifications**

- At least 5 years experience leading a program or organization and demonstrated ability to fulfill the duties of a director including working with budgets/financials, working with a board, supervising staff,
- Ability to cultivate and maintain effective working relationships with staff, members, and others.
- Experience mentoring/coaching staff.
- An entrepreneurial mindset and the ability to plan new services.
- Ability to think strategically within the current political landscape.
- Ability to monitor the details while keeping focus on the big picture.
- An open mind to new ideas and ways of doing things; fluidity and adaptability to change.
- A strong will to advance the organization and those working for it.
- A robust sense of humor.
- Loves learning as well as helping others to learn.
- Awareness and comfort with technology.
- Experience in facilitation, planning, process design, and other relevant skills.