

## **GUNN MEMORIAL LIBRARY AND MUSEUM**

5 Wykeham Road  
Washington, CT 06793

Position Description – **Executive Director**, reporting to the Board of Trustees

The Gunn Memorial Library, Inc. (GMLM) is a non-profit corporation providing free public library services to Washington, Connecticut and the surrounding communities. It is dedicated to the promotion of literacy and education, as well as preservation of the Town's history and culture via the Gunn Historical Museum.

The organization is run by paid staff with help from loyal volunteers. Its operations, fundraising and budget are overseen by a volunteer Board of Trustees. Operating income comes from individual donations, fundraising events, endowment income and an annual contribution from the Town of Washington.

The Executive Director is the organization's chief operating officer and has overall strategic and operational responsibility for developing and supporting all efforts necessary to achieve the above-stated mission. Working closely with the Board of Trustees and the Museum Curator, the Executive Director develops library and museum policies; oversees library and museum services to ensure compliance with GMLM policies and goals and applicable legal requirements; develops and manages the budget; manages public relations; supervises staff and volunteers; oversees the physical plant; and stays informed of developments in library and museum management. In addition, the Executive Director serves as a member *ex officio* of the Board and its committees to ensure a consistent flow of communication with the Board.

### **MISSION, PLANNING AND POLICY-MAKING**

A clear statement of organization policies ensures that decisions about all aspects of GMLM activities are consistent, effective and fair. Working with the Board, the Executive Director:

- Offers guidance in determining the values, mission, vision and goals of GMLM.
- Develops long-term plans to support and promote the mission of GMLM.
- Develops short-term plans to address specific issues facing GMLM as they arise.
- Formulates and recommends policies to the Board and implements procedures to carry out these policies.
- Develops clear descriptions of staff positions including a non-discrimination policy, qualifications for employment, evaluation procedures and causes for dismissal.
- Reports to the Board on the outcome and impact of services and programs on a regular basis.

### **LIBRARY AND MUSEUM SERVICES**

The regular assessment and development of library and museum services is important to fulfilling the GMLM mission. To support these efforts, the Executive Director in consultation with the library staff and the Museum Curator:

- Plans, organizes and regularly evaluates a program of services that support the mission of GMLM and reflect the needs of the Washington community, all as consistent with ongoing technological and cultural developments in the field of knowledge dissemination.
- Selects and maintains library materials including books, media, computer programs and other materials to meet the needs of the community.
- Supervises the purchase, utilization, and maintenance of technology to deliver, monitor and enhance library and museum services.
- Compiles and records library and museum statistics and assembles them for meetings of the Board of Trustees, the GMLM annual report and the State of Connecticut.

## **BUDGETING**

To ensure efficient and responsible management of the library and museum budgets, the Executive Director in consultation with the Museum Curator:

- Prepares the annual budgets in a timely manner for Board review and approval.
- Works with the Board to present funding requests to the Washington Board of Selectmen.
- Administers and monitors expenditure of library and museum funds to stay within approved budgets.
- Works with the Treasurer to prepare and review monthly reports and keep abreast of various funds and accounts.
- Works with the Board to ensure sound fiscal management and oversight, including an annual independent audit of GMLM finances.

## **FUNDRAISING**

Working with the Board, the Executive Director will develop and implement a strategic fundraising plan that will secure the annual operations and long-term sustainability of the library and museum. In carrying out this responsibility, the Executive Director:

- Plans and executes cost-effective special events that will raise funds and build constituency.
- Launches an annual membership drive to recruit and maintain donor members.
- Investigates foundation and government grant opportunities and prepares proposals.
- Develops and sustains a legacy program that will build the GMLM endowment.
- Acts as a conduit between Board, staff and volunteers to ensure smooth implementation of fund-raising activities within the daily operations of GMLM.

## **COMMUNITY RELATIONS**

Working with the Board, the Executive Director:

- Facilitates the integration of GMLM into the fabric of the community by using effective marketing and communications activities.
- Acts as advocate and principal liaison with the public and private sectors for issues relevant to GMLM, its services and constituencies.

- Communicates with patrons, volunteers, donors and the general community to improve services and generate community involvement.
- Develops and maintains cooperative relationships with the Town of Washington government and other community organizations and constituencies.

## **HUMAN RESOURCES**

As the supervisor of all library and museum personnel, the Executive Director:

- Recruits, hires, trains, evaluates and, when necessary, terminates, staff and volunteers. All such actions concerning the Museum Curator must be approved by the Board.
- Defines staff responsibilities, assigns duties and administers wages.
- Promotes staff development and growth, and provides opportunities for staff to attend workshops and conferences.

## **GOVERNANCE**

The Executive Director informs the Board of Trustees of all relevant library and museum business. As an *ex officio* member of the Board, the Executive Director:

- Works with the Board President and Executive Committee to enable the Board to fulfill its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members.
- Works with the Board President and Executive Committee to focus Board attention on long-range strategic issues.
- Assists the Board in carrying out its supervisory and due diligence responsibilities to the institution to ensure the Board's timely attention to core issues.
- Recommends volunteers to become members of the Board or participate in Board committees.

## **PROFESSIONAL DEVELOPMENT**

To stay aware of new trends in library and museum mission, management, technology, legal issues, and new ideas for programming, the Executive Director:

- Attends meetings, workshops and conferences on issues and topics relevant to GMLM.
- Maintains membership and participates in professional library associations and ensures that the Museum Curator maintains membership and participates in professional museum associations

The Executive Director's role and obligations also include any other duties that are requested by the Board or that are essential to ensuring that GMLM provides the best possible services to the community. The Board will evaluate the Executive Director annually.

Date: December 26, 2019