

# We Are Hiring!



## JOB TITLE: **PART-TIME EXECUTIVE DIRECTOR**

The Friends of the Coronado Public Library is seeking a dynamic and experienced part time Executive Director to operationalize board directives and lead our organization in supporting the Coronado Public Library's mission.

**Organization:** Friends of the Coronado Public Library

**Location:** Coronado, CA

**Reports To:** President of the Board of Trustees

**Salary Range:** \$40,000 - \$60,000 per year, commensurate with experience and qualifications

**Position Overview:** This part-time role (approximately 20 hours per week) involves strategic leadership, operational management, and community engagement to ensure the effective functioning and growth of our programs and initiatives.

## Key Responsibilities:

### 1. Strategic Leadership

- Implement and evaluate strategic plans in collaboration with the Board of Trustees.
- Provide leadership in developing organizational goals and objectives.
- Operationalize board directives to ensure alignment with the organization's mission and vision.

### 2. Fundraising and Development:

- Lead fundraising efforts, including donor cultivation, grant writing, and event planning.
- Develop and maintain relationships with individual donors, corporate partners, and foundations.
- Oversee the annual Book Sale and other fundraising events.

### 3. Program Management:

- Ensure the effective delivery of programs and services that support the library's mission.
- Support Management of the Second Hand Prose bookstore operations.
- Support coordination of volunteer activities and community outreach efforts.



#### Not Yet a Member? Let's Be Friends!

As a Friend of the Coronado Public Library, you'll enjoy access to special events, member meetings, and fundraisers like our popular Book Sales.



## Executive Director Key Responsibilities (continued):

### 4. Board Relations:

- Serve as the primary liaison between the Board of Trustees and the organization.
- Participate in board meetings and support governance, planning, and development efforts.
- Provide regular updates and reports to the board on organizational activities and progress.

### 5. Community Engagement:

- Represent the Friends of the Coronado Public Library at community events and meetings.
- Foster relationships with community stakeholders and partners.
- Promote the organization's mission and programs through public relations and marketing efforts.

### 6. Operational Management:

- Oversee the day-to-day operations of the organization, ensuring compliance with legal, fiduciary, and ethical standards.
- Manage the organization's budget, financial reporting, and resource allocation.
- Hire, train, and supervise staff and volunteers as needed.
- Other duties as assigned.

### Qualifications:

- Bachelor's degree in Nonprofit Management, Public Administration, or a related field (preferred), or equivalent experience.
- Minimum of 5 years of experience in nonprofit management or a similar role.
- Proven track record in fundraising, program management, and community engagement.
- Strong leadership, communication, and organizational skills.
- Ability to work independently and collaboratively with a diverse group of stakeholders.
- Knowledge of nonprofit finance, regulations, and human resource management.

### Salary and Benefits:

- Salary range: \$40,000 - \$60,000 per year, commensurate with experience and qualifications.
- Flexible working hours.
- Opportunity to make a meaningful impact in the community.

**Application Process:** Interested candidates should submit a resume and cover letter detailing their qualifications and experience to [president@coronadofol.org](mailto:president@coronadofol.org)



#### Visit Our Bookstore!

A store run by FOL, offering a variety of donated newer books and gift items. We're open daily. **ALL PROCEEDS go to support the Coronado Public Library!**

Learn More About Us: [www.CoronadoFOL.org](http://www.CoronadoFOL.org)

