**EXECUTIVE DIRECTOR: Montana Library Association (MLA)**

**(*Non-profit, Virtual/Remote, Association Management, Conference Planning*)**
The [Montana Library Association](http://www.mtlib.org) (MLA) seeks a talented leader or talented firm to guide the organization as it looks to increase membership, expand its services, and continue its strong legislative agenda.

MLA, a 501(c)3 non-profit, is the statewide professional organization that has served the library profession in Montana since its founding in 1906. The Association provides leadership for the development, promotion, and improvement of library services, librarianship, and the library community. It also acts as a strong advocate for informing and influencing legislation affecting libraries and librarians.

MLA membership comprises more than 1,100 individuals and institutions throughout Montana. Members include public, academic, school and special libraries and organizations supportive of libraries such as library trustees, staff, library supporters and vendors. This collaborative network advocates for library communities and advances the profession by sharing innovative ideas, promoting best practices and supporting new programs and services.

The Executive Director works closely with the MLA Board of Directors providing leadership and vision for the association.

*The Montana Library Association Executive Director is a part-time position in a fully remote office. Current residency in Montana is strongly preferred with non-profit accounting background. Library or working with libraries is preferred.*

Annual salary of $25,000 or higher, depending on experience and qualifications.
 **RESPONSIBILITIES/DUTIES**The new Executive Director will be expected to:

***Operations***

* Establish administrative policies and procedures for all functions and for the day-to-day operations of the Association
* Notify members of the need to renew their memberships. Provide articles for the FOCUS newsletter relating to membership. Send a list of the names to MLA Board Directors-at-Large to contact via e-mail and later mail to encourage renewals
* Maintain a database of all members and provide membership statistics, including the preparation of a current membership report for each meeting of the Board of Directors and an annual report on membership for the year
* Serve as the public face and representative of MLA
* Serve as an ex officio member of the Membership committee
* Coordinate, oversee, and plan several library conferences and retreats on a statewide basis

***Financial Oversight***

* Maintain fiscal integrity of the Association, including submission to the Board of an annual budget and monthly financial statements
* Work with the MLA Budget Committee to provide fiscal planning that anticipates operating within the approved budget, monitors the budget, ensures maximum resource utilization and maintains a positive financial position
* Ensure commitment to and compliance with all applicable state and federal laws, regulations, and practices related to non-profits
* Knowledge in skill in planning for conferences in the short and long term

**DESIRED SKILLS AND EXPERIENCE:**

* Non-profit management experience, with customer relations, marketing or sales experience a plus
* Experience with QuickBooks and Microsoft Office products a plus
* Self-motivated with the ability to work independently; must be able to multi-task
* Excellent interpersonal skills with a strong service orientation
* Strong financial management skills including budget preparation, analysis, decision making, and reporting
* High level strategic thinking and planning skills.
* Bachelor's degree or higher
* Library background preferred

 **TO APPLY FOR THIS OPPORTUNITY**

Please submit a cover letter, current resume, and three professional references to the contact information below. Please include your last name in the title of any attached files and “MLA employment opportunity” in the subject line of your email.

Please email both Angela Archuleta, President of MLA at afarchuleta@gmail.com and Hannah Stewart-Freeman VP-President Elect at stewarth@billingsmt.gov. Please copy furnish - kirkv@mtlib.org.

First consideration will be given to applications received by September 30, 2022. Interviews will begin the week of October 2, 2022.

*Full executive director and conference planning duties and responsibilities can be found at* [*http://www.mtlib.org/handbook/executive-director/*](http://www.mtlib.org/handbook/executive-director/) *and Conference Planning Manual* [*http://www.mtlib.org/handbook/conference-manual/*](http://www.mtlib.org/handbook/conference-manual/)