



Executive Director

About the Foundation: Sun Prairie Public Library Foundation was established in 1999 to raise funds in support of the Sun Prairie Public Library. Over the past 22 years, the Foundation has grown our endowment to \$1.5 million, managed donations and funds, and served as an incubator for library programming. Foundation funding has supported expanded library services like the Dream Bus and racial literacy programming, including the Urban Sun Book Club. Most recently, our Spring Appeal supported the redevelopment of community rooms at the Library to better meet the changing needs of our community coming out of COVID-19.

About the Position: The Executive Director will provide leadership and management of SPPLF, including day-to-day operations and staff, fund development, and Board development and relations. The Executive Director will represent the Foundation to a wide range of stakeholders. The Executive Director's direct reports currently include one administrative support person and outside contractors (we expect this will grow as we do). The Executive Director reports to the Board of Directors.

Salary: \$65-75,000 with flexibility on FTE (75-100%)

Benefits: Health insurance, paid family leave (you'd help us write a policy on this), sick/personal time, flexible scheduling.

Responsibilities

Fundraising and Development

Grow and maintain donor base at all levels of giving, with focus on donor stewardship.

Connect with Library to help tell the story of the Foundation and Foundation-funded programming, connect current/future appeals to direct library programs.

Plan and manage upcoming Capital Campaign, in collaboration with possible fundraising consultant.

Eventually, identify and apply for grant funding.

Financial Management

Oversee creation of budget and management and allocation of funds, in coordination with Finance Committee.

Work with bookkeepers, payroll, and CPA to meet monthly and annual requirements for financial documents, HR requirements, and IRS filings.

Board Leadership & Organizational Management

Maintain, support, and motivate a strong and diverse Board of Directors that reflects the community, is engaged and willing to leverage and secure resources, and actively committed to anti-racism and equity. Guide flow of information to inform the Board's governance and decision making, including attending board meetings and communicating regularly with the Board president.

Engage and collaborate with Library staff and board, including regular communication with Library Director.

Grow, support, and motivate a diverse, qualified, and engaged staff to support mission and goals.

Marketing, Communications, and Programming

Effectively craft and tell the story of the Foundation and the Library, both internally and externally.

Oversee the development and implementation of programs, appeals, events, and committees - in collaboration with the Board and the Library.

Identify and create strategic alliances with organizations and agencies. Provide leadership locally and within professional organizations in the community, expanding visibility and reach of Foundation.

Qualifications

- Previous nonprofit management experience including experience with development, branding, and fiscal management strongly preferred.
- An independent and self-directed leader with the ability to set clear priorities, delegate, communicate, and collaborate. A central responsibility of this position will be to motivate and direct the Board.
- Comfortable serving as the public face of the Foundation in public and to the news media. Strong written and verbal communication skills.
- Passion, integrity, positive attitude, and willingness to be creative and take risks.
- Strong commitment to equity and transparency, including seeking out and leading the board in ongoing conversations and training around equity and anti-racism.

Important things to know about the role:

We raise money. We're a Foundation with a primary mission to fundraise. We need the person in this role to not only be comfortable talking about, and asking for, money, but we need someone who can help continue a culture of philanthropy among our board and donors. We're also headed into a capital campaign in the next year. While this won't be the only thing you'll do and you won't be the only one working on it, it's a pretty big thing right out of the gate so we want to be clear.

We don't have an office. You'll need to live in/close to Sun Prairie due to the nature of this role being public facing, but day to day operations are currently all remote with no immediate plans to change. That said, as the Executive Director, you would have some say over this!

We're learning. This is a truly good place to work. We're in a season of growth, which is exciting and, admittedly, a bit chaotic. We've worked through some growing pains and expect we'll encounter a few more, but we're open and willing to make things work. We're okay with conflict if it's handled respectfully and transparently and out of a desire to grow (in fact, we think it makes our work and our relationships stronger). Everyone is here because they're passionate about the work we do and the programs we help make possible. We care that the person in this role is happy and make space for that to happen.

Next Steps: Please send a cover letter and resume to execdirector@sunlibfoundation.org with 'Executive Director Application' in the subject line.