ConnectNY (CNY) is a consortium of independent academic institutions in New York State which shares collections, leverages resources, and enhances services through cooperative initiatives and coordinated activities. CNY is hiring a full-time Executive Director. The successful candidate will work remotely and report to the Board of Directors. Travel is required. Salary range: $85,000 - $90,000 with excellent benefits package.

Please send a cover letter, resume, and a list of three references to Betsy Cawley at cawley@bard.edu to be considered for the position. Review of applications will commence immediately and continue until the position is filled. Start date: July 1, 2022.

**Executive Director, CNY (ConnectNY), Inc.**

**Job Description**

The Executive Director manages the operation of CNY (ConnectNY), Inc. and serves as the chief executive officer of the non-profit corporation, with direction from the CNY Board of Directors and in conjunction with the Executive Committee. The Executive Director provides energetic leadership for the organization; collaborates in strategic planning; implements, manages and evaluates budgets, initiatives and programs; facilitates communication and collaboration amongst member libraries; liaisons with legal counsel on behalf of the organization; and seeks new opportunities and funding sources that enable member libraries to advance their collective missions. The Executive Director represents the organization in dealings with vendors, other consortia and academic libraries.

**Responsibilities:**

*Lead, manage, implement, and assess strategic initiatives.*

- Work closely and proactively to assist the CNY Board of Directors in developing a shared vision and strategic plans to create and sustain services that support the mission of CNY.
- Oversee implementation strategies and monitor and evaluate progress, results and impacts.
Facilitate communication and collaboration.

- Effectively communicate about strategic initiatives and related activities to member institutions, their directors and staff.
- Facilitate work of committees, teams, task forces and communities of interest.
- Provide general oversight of CNY’s outreach and internal communication, including oversight of the website, production of publicity materials and presentations for various communities of interest.
- Communicate with and represent CNY at meetings of regional and national library associations and groups; enhance the reputation of CNY as a leading library consortium.

Coordinate initiatives involving major external partners, granting agencies and vendors.

- Negotiate terms of service, costs and contracts with external providers.
- Monitor and assess services.
- Serve as a primary liaison to external partners.
- Seek funding opportunities such as grants and oversee preparation of grant proposals.

Personnel

- Hire, supervise, evaluate and terminate employees.
- Maintain a climate that attracts, keeps, and motivates top quality people.
- Ensure the development of employee knowledge and skills necessary to achieve the organization’s mission, goals and objectives.

Policies

- Inform and provide professional advice and input as appropriate to the Board of Directors in the formulation of policies.
- Ensure the proper and timely implementation of Board of Directors policies.
- Develop operational procedures and ensure that they are compliant and consistently applied in accordance with Board of Directors policy, contractual obligations, regulations, and legal guidelines.

Fiscal

- Assist the Executive Committee in preparation of the annual budget, including revisions, by developing budget plans.
- Ensure compliance with fiscal policies and procedures.
- Adequately and properly inform the Board of Directors of the organization’s fiscal health.
• Work with the Treasurer and assist in the Treasurer's communication to the Board of Directors.
• Assume day-to-day cash management responsibilities for the organization and monitor expenditures.

Qualifications:

• Required:
  ○ MLS/MLIS or equivalent.
  ○ Demonstrated knowledge of general trends and technology applications in academic libraries, including shared print efforts and open educational resources work.
  ○ Minimum of five (5) years' experience in higher education or in consortia demonstrating progressively increasing administrative experience relevant to the position requirements, including leadership, participatory management and fiscal and human resources management.
  ○ Interpersonal skills to maintain effective relationships with staff, constituents and professional colleagues.
  ○ Excellent written and verbal skills.
  ○ Live and work in New York State or a contiguous state.

• Desirable:
  ○ Leadership experience in a library consortium or other collaborative ventures.
  ○ Demonstrated experience in developing and implementing financial strategies for libraries, including grant writing.
  ○ Demonstrated project management skills.
  ○ Participation in open source communities.

CNY is an Equal Opportunity Employer. ConnectNY will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status.