



MADISON  
PUBLIC  
LIBRARY

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**Foundation**

Opportunity:  
**Executive Director**

Prepared by

Tapestry Talent, Search & Consulting  
September 21, 2022

To Apply: [tinyurl.com/MPFLexecdirector](https://tinyurl.com/MPFLexecdirector)

## About the Organization

Madison Public Library Foundation strives to equip Madison Public Library with robust resources to deliver outstanding services, facilities, and programs that meet the Madison community's needs with a priority of equity and accessibility. Since 1993, Madison Public Library Foundation has been committed to mobilizing the Madison community to continuously improve, promote, and support the Madison Public Library by developing sustainable and vibrant partnerships between the community and the city's library system. Library programs funded by the Foundation include books, PlayLabs, curbside library visits, art programs such as The Bubbler and Making Justice, youth literacy programs, the Dream Bus, a seed library, an educational series on topics of community interest, a Native American Storyteller-in-Residence program, BCycle programs, and youth literacy efforts such as Parents as First Teachers, to name a few. The Foundation also supports facilities, including the new Pinney Neighborhood Library on Madison's east side, which opened in 2020, and the recently renovated Hawthorne Library. MPLF's grants commit to supporting technology, collections, and professional development of library staff. Today, MPLF supports Madison Public Library to meet a growing gap between the City of Madison Library appropriation and community need. Funds are raised through several beloved community events, including Lunch for Libraries, and Ex Libris, along with the support of generous private and corporate donors. The Foundation has annual revenues of over \$2.8 million, and a healthy endowment of over \$8.0 million.

The Foundation also supports the nationally-acclaimed, annual Wisconsin Book Festival, presenting free, public author events that celebrate books and spark conversations for readers of all ages. The Festival has hosted over 900 authors and thousands of attendees to readings and programs held year round, with a culminating event each fall.

[Home | Wisconsin Book Festival](#)

Success is defined by a commitment to pulling together diverse voices and resources and returning them to the local community through world-class library programs and services. Libraries thrive only when they rest on a foundation of inclusion, respect, openness of and freedom from racial, economic, social or any other type of bias. Madison Public Library Foundation is committed to sustaining and leading with these values. MPLF also supports the Urban Libraries Council's [statement on the role of libraries in dismantling systemic racism](#).

For more information about Madison Public Library Foundation: <https://mplfoundation.org/>



## Position Overview

Madison Public Library Foundation is seeking a new Executive Director to lead the organization into an exciting new chapter, continuing to provide impactful and significant support to Madison Public Library. The Executive Director will be responsible for providing the overall leadership necessary for Madison Public Library Foundation to achieve its mission and vision. With the support and participation of the board of directors, the Executive Director will focus on the creation and execution of a comprehensive fund development plan to support the ongoing operational, programmatic, and capital needs of Madison Public Library. They will oversee the daily operations of the organization, leading a staff of five, working in partnership with Madison Public Library and its staff to continuously improve, promote and support Madison Public Library, with integrity, financial acumen, a commitment to community, and a strong advocacy effort. They will report to the Board of Directors. The Executive Director will continue to build relationships and execute on strategies to enable the success of its mission with integrity, a commitment to community, and a strong advocacy effort.

The Executive Director will represent the Madison Public Library Foundation in the community, to build awareness of the services and programs supported by MPLF, and to continue to support the success of the Wisconsin Book Festival. The next leader will be a dynamic, passionate advocate for innovative and equitable ways the Madison Public Library can continue to successfully serve the evolving needs of the community.

In addition to the daily operations and annual fundraising goals, a priority for the incoming Executive Director will be to generate awareness, community engagement, and funding support for the new Imagination Center at Reindahl Park, a partnership between the Park system and Madison Public Library. This will be a transformational space to gather and learn, designed and directed by the northeast Madison community. It will be a safe place for social interaction, civic engagement, and cultural expression. The center will focus on expanded programs and services for library visitors, with an opening planned for 2025.



## Essential Job Duties and Responsibilities

### Organizational Strategic Planning and Leadership

- Guides and supports the Board of Directors in developing and implementing short and long-term organizational goals and strategic plans, policies, procedures, budgets, and programs that fulfill the mission of Madison Public Library Foundation.
- Provides direction and leadership to successfully implement policies and programs.
- Oversees the financial operations of Madison Public Library Foundation, including hiring a consulting CFO, creating annual budgets in collaboration with Board, monitoring actual financial performance relative to budgets, monitoring cash flows, programs and endowment fund flows, and providing required reports to the Board and outside agencies.
- Promotes an organizational culture that fosters commitment to the mission, cooperation, open and frequent communication, teamwork, and a common vision.
- Oversees staffing activities of the organization, including recruiting, selecting, training, supervising, and evaluation of staff.
- Ensures compliance with all not-for-profit regulations, including, but not limited to, oversight of federal and state tax compliance and audit requirements.
- Ensures that job descriptions are developed, regular annual performance evaluations are held, and sound human resource practices are in place.
- Maintains a workplace culture that attracts, retains, and motivates an effective and diverse staff.

### Fund Development

- Oversees fund development planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach donors/funders, and overseeing fundraising records and documentation. Develops objective goals and tactical plans to execute the fundraising strategy.
- Responsible for developing, nurturing, organizing, and growing Madison Public Library Foundation's network of committed donors.
- Creates fundraising materials and oversee direct donation solicitations.
- Engages board, staff, and volunteers in fundraising efforts.

### Board Development and Support

- Collaborates with and supports the Board of Directors in the development of a well-functioning and engaged board, including identification, recruitment, training, and involvement of members in meeting the goals of the organization.
- Responsible for regular communication and feedback with the Board; proactive in clarifying and providing sufficient and up to date information that will assist the Board in the decision-making process.
- Implements all policies and directives as set forth by the Board, including the attendance at all Board meetings.
- Acts as the liaison between the Board of Directors and Staff.

### Communications and Mission Awareness

- Acts as chief spokesperson for Madison Public Library Foundation and ensures that MPLF is consistently presented in a strong, positive manner.
- Represents the programs and organizational positions in the community.
- Establishes and maintains cooperative working relationships with community partners, peer organizations, and the public.
- Develops and maintains working relationships with Madison Public Library staff, city officials and groups related to the promotion of Madison Public Library Foundation.
- Advocates for the library's programs, services and public funding when appropriate.



### Desired Skills, Competencies and Experience

- Palpable excitement for the mission of Madison Public Library Foundation with the ability to effectively promote the organization's value to diverse constituents.
- Experience working with a nonprofit, understanding the complexities of fund development and collaborative solutions.
- Demonstrated success in generating contributions and managing staff in fundraising techniques, including major gifts solicitation, capital campaigns, planned giving, annual campaigns, special events, and grant proposals; experience making the ask and working with external partners in successful fund development.
- Financial and operational acumen related to nonprofit accounting; direct experience with budgeting, presenting financial statements, preparing benchmarks, and providing employee benefits.
- Ability to work seamlessly with staff, Board members, donors, volunteers, members of the library, and the community.
- A strategic, innovative mindset to take calculated risks and try new things.
- Excellent communication skills, both written and oral; strong presentation skills.
- A proven commitment to diversity, equity and inclusion values demonstrated through training and partnerships.
- Strong skills in collaboratively developing and implementing strategic plans.
- Experience working with or on a nonprofit board.
- A record of success in engaging and influencing the broader community.

## Salary and Work Schedule

Executive Director salary is commensurate with experience and is in the range of \$120,000 - \$150,000. The position requires work during the regular business days as well as during evenings and weekends, as needed.

## Physical Requirements/Work Environment

Applicants must be able to fulfill the following essential job requirements, with or without reasonable accommodation:

- Adequate hearing is required to hear/talk with other employees and in person and on the telephone
- Work requires the use of computers with exposure to monitors, keyboards, mouse
- Position requires long periods of standing, bending, walking, and frequent use of stairs.
- Ability to maintain focus for a long period of time
- Ability to occasionally lift and carry items weighing up to 40 pounds
- Ability to attend and participate in off-site indoor and outdoor events at various locations in and around Madison, WI as well as within the United States
- Ability to work from MPLF's business location
- Work is also performed in an office setting with frequent interaction with co-workers and external partners.

## Non-Discrimination Policy

Madison Public Library Foundation is committed to a policy of Equal Employment Opportunity and will not discriminate against any applicant or employee based on race, color, religion, creed, national origin, ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, gender identity, marital status, or any other legally protected basis under federal, state or local laws, regulations or ordinances. Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state and local laws.

Madison Public Library Foundation has retained Tapestry Talent, Search & Consulting to conduct the search for the next Executive Director. Applicants will be accepted until October 25<sup>th</sup>, 2022. Please apply with the link below or send a cover letter and your resume to: Jennifer Winding

Tapestry Talent, Search + Consulting:

[jennifer@tapestrytalent.co](mailto:jennifer@tapestrytalent.co)

608-556-3315

