

EXECUTIVE DIRECTOR



 **STRONG LIBRARIES =
A STRONGER MICHIGAN**

MICHIGAN LIBRARY ADVOCACY DAY

Search services provided by:

Organizational Architecture, Inc.
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THE OPPORTUNITY

The **Michigan Library Association** [MLA] is seeking a strategic, visionary leader to serve as its next **Executive Director**.

MLA has retained Organizational Architecture, Inc. to assist with this search.

ABOUT MLA

Based in Lansing, Michigan, the MLA is Michigan's oldest and largest library association. Guided by the belief that libraries are the cornerstone of a free society, MLA has advocated for libraries on behalf of the state's residents for more than 130 years.

MLA defends the right to read, advocates for adequate library funding, clarifies library governance issues, promotes professional library-staff education, and works for free access of information to all residents.

Learn more [here](#).

BE THE VOICE. HELP SHAPE THE FUTURE AS THE NEXT LEADER OF THE MICHIGAN LIBRARY ASSOCIATION.

For more than 130 years, the Michigan Library Association has been the voice and connector for libraries across the state—linking more than 2,500 members and supporting nearly 300 libraries in every corner of Michigan. It is a vibrant community built on collaboration, advocacy, and a shared belief that strong libraries create strong communities.

The next Executive Director will carry that proud legacy forward. This is a rare opportunity to lead a storied, well-respected statewide association with deep roots and a bold vision for the future. It's a role that blends strategy, leadership, and advocacy—where every day brings new conversations, challenges, and opportunities to make a lasting impact.

You will enjoy the flexibility of a remote role within Michigan and to connect in person at statewide conferences, legislative days, and professional events that celebrate the best of Michigan's library community.

In addition to leading a small, nimble, and talented team, the Executive Director will be out front — working with legislators, local officials, and library leaders and professionals, representing the library community at conferences and events, overseeing professional development programs, and helping guide conversations that shape the future of library service across Michigan.

MLA

AT-A-GLANCE

Mission and Vision	<p>Mission: The Michigan Library Association leads the advancement of Michigan libraries through advocacy, professional development, and engagement.</p> <p>Vision: Strong libraries, strong communities, stronger Michigan.</p>
Staff	<p>There are currently six staff positions:</p> <ol style="list-style-type: none"> 1. Executive Director 2. Membership and Communications Director 3. Program and Event Director 4. Membership and Program Coordinator 5. Event Coordinator 6. Administrative Assistant
Board	<p>The MLA board is comprised of 15 members representing libraries of all types across Michigan.</p> <p>The State Librarian of Michigan and the Executive Director serve as ex-officio members.</p>
Budget	<p>The fiscal year 2025 budget is \$1,435,000. The fiscal year runs from July 1 to June 30.</p>
Location	<p>MLA is headquartered in Lansing, Michigan.</p> <p>The Executive Director and staff work remotely.</p>
Strategic Plan	<p>The current strategic plan was implemented in 2025 and runs through 2028. You can find it <u>here</u>.</p>

THE ROLE

Executive Director



SUMMARY

The Executive Director is the management, fiduciary, and public relations leader of MLA, and their primary responsibility is to support all Michigan libraries in advocacy and professional development needs.

This individual will serve as the Chief Communications Officer and legislative advocate, promoting the vibrancy and importance of Michigan's libraries, while advancing the organization's value proposition through the development of member experience.



RESPONSIBILITIES AND EXPECTATIONS

Management and Administration

- Exhibit strong overall leadership of the organization to inspire professionalism, teamwork, collaboration and trust.
- Establish plans to achieve goals set by the Board of Directors, including establishment of internal policy and personnel management.
- Act as the Board of Director's primary liaison, including management of all financial activities with the Executive Committee and Treasurer.
- Oversee a staff of five professionals in a remote work setting.

Membership Retention and Recruitment

- Develop and implement recruitment and retention plans.
- Establish partnerships to address membership needs and to promote member benefits through marketing and promotional materials.

Advocacy, Publicity and Communications

- Communicate effectively with the membership and the Board of Directors.
- Maintain and grow engagement with MLA at all levels.
- Manage engagement with lobbying and public relations firms that assist with developing advocacy and communication strategies.
- Develop partnerships and affiliations with external entities, including the media and legislature, to promote and affirm the value of Michigan libraries.

Financial Oversight and Fiduciary Responsibilities

- Provide leadership to the Board of Directors and Executive Committee to ensure proper fiduciary and financial oversight.
- Maintain and improve sound financial practices and participate in the annual audit.
- Work with staff to prepare budgets for presentation to the Executive Committee.
- Serve as primary staff lead for fund development and revenue allocation.



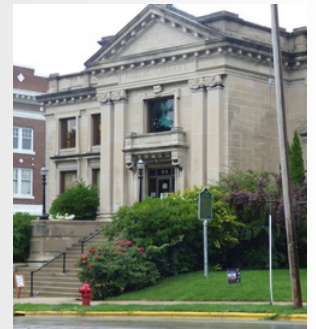
EDUCATION AND EXPERIENCE

Required Skills, Knowledge, Abilities, and Experience include:

- Seven or more years of applicable career experience, with at least five years of supervisory experience
- Bachelor's degree in a relevant discipline
- Knowledge of the work and value of an association, as demonstrated by previous association management employment, or via other professional experience and involvement
- Subject matter expertise in public librarianship or the aptitude to develop deep industry knowledge and awareness in this field quickly.
- Demonstrated skill in people, program, organizational development and management
- Ability to advocate for organizational goals, values, and resources through effective public relations, community outreach, lobbying, and other strategic communication initiatives.
- Ability to promote membership growth and engagement through effective recruitment and retention efforts
- Experience in providing strategic financial oversight and managing budgets in alignment with organizational goals
- Experience in managing a distributed, remote workforce or team

Preferred Qualifications include:

- Knowledge of the purposes and functions of libraries
- Experience in conference planning and management
- Experience in leading continuing education or professional development efforts
- Experience in interacting with donors, grantors, senior level executives, government officials, community stakeholders, and other high-profile individuals
- CAE [Certified Association Executive] designation
- Master's degree in Public Administration [MPA] or Library and Information Science [MLIS]



THE SUCCESSFUL CANDIDATE WILL POSSESS THESE QUALITIES

- Adaptability
- Advocacy
- Collaboration
- Communication
- Cultural Competence
- Decision-making
- Emotional intelligence
- Ethical judgment
- Inclusivity
- Integrity
- Leadership
- Political savvy
- Problem-solving
- Resilience
- Staff development
- Strategic vision
- Teamwork



COMPENSATION AND BENEFITS

A generous compensation package includes a competitive starting pay range of **\$110,000 to \$120,000**; earned time-off allowances; medical, dental, and vision insurance; 403b retirement plan; and more.



BENEFITS INCLUDE

- Paid vacation
- Paid holidays
- Earned time off
- Life insurance
- Short- and long-term disability insurance
- Flexible spending accounts
- Defined contribution [403b] retirement plan
- A solid commitment to continued professional development

INTERESTED? GET IN TOUCH

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