

POINTE COUPEE PARISH LIBRARY

Accepting Applications

Executive Director

The Executive Director position at the Pointe Coupee Parish Library is a full-time leadership role responsible for overseeing library operations, administration, finance, fundraising, facilities, and community relations. Reporting to the Board, the Director sets strategic vision and ensures services align with community needs while fostering staff development and maintaining strong partnerships within the library network. This role demands a combination of senior management experience, financial oversight, and public engagement to support the library's mission and growth.

Key Responsibilities

- Lead and manage all aspects of library operations, including budgeting, fundraising, staff recruitment, and facility oversight.
- Develop and implement strategic goals aligned with community needs and library mission.
- Serve as the public spokesperson and collaborate with stakeholders including the Pointe Coupee Parish Council and the State Library of Louisiana.

Skills

- Strong leadership and senior management experience in libraries or nonprofits.
- Excellent verbal and written communication skills with ability to engage diverse audiences.
- Financial management expertise including budgeting, revenue oversight, and contract approval.
- Technology fluency relevant to library operations and organizational support.
- Ability to build relationships with staff, volunteers, donors, and community leaders.

Qualifications

- **Master's degree** in library and information science from an ALA accredited institution preferred or equivalent Master's degree in business, finance, accounting or human resources management. **Only Masters degree candidates will be considered for this position.**
- Minimum five years of professional experience with at least three years in supervisory roles.
- Proven management skills in finance, personnel, planning, and community engagement within nonprofit settings.
- Demonstrated communication, project planning, and problem-solving abilities.

Concise Final Thought

- Success as Executive Director requires a blend of visionary leadership, operational expertise, and strong community connection to drive library growth and impact.

Application Process

To apply please submit:

1. Letter of application
2. Resume
3. Answer the following questions (2-page limit)
 - a. Describe your work experience performing professional and managerial duties in a library. Include the size and type of library, volume of patron activity, number of staff supervised and your management duties. If not previously employed within a library system, please elaborate on your work experience and qualifications as based upon this position.
 - b. Describe your philosophy of library service and provide examples of how you delivered and/or managed outstanding library services.
 - c. Describe the values important to you as a manager and give examples of how they have shown up in managing others.

Applications can be submitted via email and sent to Director@pointecoupeelibrary.org . Please begin subject line with **Executive Director Application**. Attachments included should be in PDF.

Applications will be reviewed beginning September 15, 2025. The Executive Director position remains open until filled.

The salary is based on qualifications; the range begins at \$65,000 annual. Health insurance, including Vision, and Dental insurance provided for employees with a 0% employee contribution. The library also contributes to the Parochial Employees Retirement plan. Paid vacation and sick leave included in benefits package.