



2521 ST. PAUL STREET
BALTIMORE, MARYLAND 21218
(410) 235-2210

Position: Executive Director

Overview:

The Village Learning Place (VLP) is an independent non-profit library that houses educational programs, enrichment opportunities, and informational resources for Charles Village and residents across Baltimore City. It is our belief that libraries are not only a repository for books, but also serve as community centers focused on the personal and professional growth of their patrons.

The VLP's historic building was once Branch 6 of Baltimore's Enoch Pratt Free Library, commissioned by philanthropist Pratt himself in 1896. It is now a physical embodiment of community endeavor and a symbol of neighborhood pride. When the Pratt Library closed the Charles Village branch in 1997, residents rallied, staged a funeral march, and lovingly restored the building. By community forum, they created the Village Learning Place to fill the neighborhood's need for accessible resources.

Since its grassroots inception over 25 years ago, the VLP has directly responded to the needs of the surrounding neighborhood by serving as an anchoring institution, a symbol of local pride, provider of the Let's Invest in Neighborhood Kids (LINK) after school and summer programs, and a gathering place for a diverse community. We promote a learning-oriented culture that is friendly, welcoming, and supportive of the success and well-being of every person.

The Village Learning Place is seeking a full-time Executive Director with demonstrated leadership and management skills to lead our organization in fulfilling its mission: to promote literacy, cultural awareness, and lifelong learning through access for all ages to information, resources, and educational programs. Our ideal candidate is an innovative, strategic thinker with strong interpersonal skills and a growth mindset. Applicants should embrace working with diverse communities in Baltimore, especially through the nonprofit sector. In addition, applicants should have proven knowledge of and strong commitment to managing all aspects of a community-focused, grant-funded nonprofit. Applicants should value lifelong learning, community collaboration, and share a commitment to a culture of equity.

Hours: Position is for full-time, exempt employment. This position involves working some evenings and occasional weekend hours.

Description: The Executive Director is responsible to lead and influence our organization toward favorable growth, and to design and direct strategies that support and enhance our organizational operations. Duties for the Executive Director include managing company assets, optimizing financial operations, providing leadership

to all staff, establishing organizational goals and outcomes, advising the board of directors on organizational activities, overseeing and streamlining daily operations, and maintaining positive relationships with internal and external stakeholders and partners. This individual will steward the organization in furthering its mission while upholding the equity and antiracism values of the organization.

Responsibilities:

Leadership and Management

- Develops and directs the vision and organizational strategy; articulates the organizational strategic plan to the community and facilitates the roles of the Board of Directors, staff and volunteers in fulfilling the mission and strategy.
- Leads and collaborates as part of a team to achieve the VLP's mission and to integrate the VLP's core principles of Commitment, Compassion, Honesty, and Patience in all efforts.
- Directly manages the Director of Library Programs and Services, the Director of Development, and the Director of Organizational Performance and Equity. Indirectly manages approximately 20 staff (including 10 youth education staff).
- Ensures the recruitment and retention of qualified, dedicated, and diverse staff members.
- Serves as liaison between the Board of Directors and the organization, regularly reporting progress, challenges, and opportunities.

Financial Oversight

- Supervises development of annual budget and periodic financial statements, including an annual audit.
- Manages budget and administers finances and records of the organization, including bookkeeping, payroll and personnel, insurance, and charitable and grant reports.
- Works with Board of Directors, senior leadership staff, and external accountant to develop long-term plans for financial stability.

Community Relations and Fundraising

- Acts as senior organization spokesperson in all external communications, ensuring consistent communications of organizational activities and priorities.
- Develops and manages partnerships and collaborations with external organizations to enhance the educational programs and services of the organization.
- Supports the development of a fundraising plan to diversify the funding base, in partnership with the Director of Development and the Board of Directors.
- Identifies and develops new opportunities and relationships which result in building a sustainable and growing donor base, in coordination with the Director of Development.

- Participates in the development of and reviews final grant proposals, ensuring accurate and timely reporting for grants.
- Participates in donor cultivation and stewardship processes in coordination with the Director of Development.

Performs other duties as required for the organization and requested by the Board of Directors.

Minimum Desired Qualifications:

- 10+ distinguished years in management positions
- Proven track record as a leader in not-for-profit organizations
- Master’s Degree preferred; MED, MSW, MLS or MBA a plus
- Success in setting and achieving goals in a complex operating environment
- Experience in budget creation, administering finances and managing multiple funding sources
- Experience in recruiting, motivating, and managing staff and volunteers
- Demonstrated fundraising success and experience managing government grants
- Demonstrated ability to build and maintain relationships with a wide array of people – junior and senior, for-profit and nonprofit, and from diverse backgrounds
- Outstanding communication and interpersonal skills are essential
- Passionate about Village Learning Place’s mission and impact

Benefits:

- Healthcare benefits including prescription and dental
- Simple IRA retirement savings plan with match
- Paid time off and paid holidays
- Professional development

COVID-19 Vaccination Requirement:

Employees must be vaccinated against COVID-19.

Salary: \$100,000 - \$110,000 commensurate with experience

Please send a cover letter and resumé detailing your interest in the position to board.president@villagelearningplace.org Applications will be considered on a rolling basis, with a preferred deadline of September 30, 2023. Please specify the position in the email subject line. No phone calls.

Qualifying candidates should be prepared to provide references and a writing sample on request. Post-offer background check and fingerprinting required.

Learn more at www.villagelearningplace.org