



THE ORGANIZATION

The Library Foundation was created in 1999 to provide an opportunity for individuals, businesses and foundations to participate in building a library system for today and future generations. With a mission to **enable the citizens of Calgary to have the best public library in the world**, funds raised by the Foundation do not replace the Library's core funding, but enhance collections, programs and services. Through the generosity of donors, the Foundation can help ensure that knowledge, information, programs and services are accessible to all Calgarians. For more information: <https://AddIn.ca/>

THE OPPORTUNITY

With the anticipated retirement of the current CEO in mid-2019, the CPLF Board is seeking to recruit a **CHIEF EXECUTIVE OFFICER** who will lead the Foundation into the Next Chapter of its evolution capitalizing on the momentum of the **Add In** campaign and the opening of the new Central Library in 2018.



Add In, the Campaign for Calgary's Library, was a bold and transformational initiative to invest in the potential of all Calgarians and the future of our city. The catalyst for **Add In** was the New Central Library, a distinctive place that reflects Calgary's aspirations as a global city, inspires discovery, promotes learning and fosters community interaction.

In what has become the largest fundraising campaign for a library in Canadian history, **Add In** has redefined the role of a library in our rapidly-changing society. Public Libraries everywhere are becoming hubs for 21st century learning and engines for economic vitality, workforce development and an engaged and educated citizenry.

In addition to building capacity for every community library and focusing on projects that deliver a strong impact for Library patrons, **Add In** ensured that the New Central Library has become a place of unbridled possibility the heart of a dynamic, responsive and progressive 21st century Library system.



Post-opening of the new Central Library, the CEO will focus on active fundraising, stewardship of donors, raising the profile of the Library, and managing/growing the Foundation funds and investments. The CPLF will continue to secure the financial investment necessary to transform the Calgary Public Library into the best public library system in the world and create an enduring legacy for generations of Calgarians.

The CEO reports to the Chair of the Board of Directors and ensures the success of the CPLF by:

- Providing innovative leadership, direction and focus to its activities in accordance with the goals agreed with the Board
- Ensuring proper organization structure and supports to meet the CPLF’s short- and long-term goals
- Effectively and collaboratively representing the CPLF to regulatory bodies, agencies, community and civic organization, donors, funders and supporters
- Developing and maintaining aligned and productive working relationships with the Calgary Public Library through the Library Board and the Library CEO



Responsibilities and Outcomes

Strategic Plan

- Refine a strategic plan for the CPLF post-Add In campaign, determining deliverables in collaboration with the CPLF Board, and ensuring strong alignment between the CPLF and the Library at all times

The Next Chapter

- Apply leading-edge philanthropic practices to implement a fund development program

that positions the CPLF as a leader in terms of cost effectiveness and performance

- Work with the management team to research, develop and solicit donations, sponsorships and other sources of revenue.
- Review and modify, as needed, the fundraising plan and goals with CPLF staff, including targets and budgets, based on the existing comprehensive fund development program
- Build and sustain a corporate and individual donor base for the CPLF and ensure that

effective donor recognition, relations and stewardship programs are followed

- Report regularly to the CPLF Board and the Library Board on the status of the fundraising campaign and other foundation activities and initiatives

Organizational Leadership

- Provide leadership and development for the CPLF team ensuring the team members have the tools and resources to effectively execute their responsibilities
- Actively build a collaborative relationship with the Library to ensure that activities and initiatives of the Foundation are aligned with the Strategic Plan of the Library
- Manage and lead CPLF staff to ensure maximum effectiveness of operations and return on fund raising investment
- Ensure the CPLF has the organizational structure and support needed to research, develop and solicit donations, sponsorships and other sources of revenue
- Ensure the CPLF is in compliance with and adheres to all relevant federal and provincial and other applicable requirements for charities as registered by Canada Revenue Agency including tax receipts, records

management and other regulatory requirements

- Remain current in fundraising trends, best practices, innovative techniques, and changing regulatory requirements

Governance and Board Liaison

- Define and re-confirm growth-oriented fundraising goals in consultation with the CPLF Board and through regular reports to the CPLF Board
- Proactively identify key issues for Board deliberations and develop agendas for Board meetings
- Support the recruitment, development and retention of the required number of Board Directors and ensure capacity to achieve its goals and objectives
- Oversee all aspects of the Foundation AGM
- Prepare and maintain minutes of meetings for the Board and committees
- Track board actions and facilitate progress reports to the Board.
- Attend meetings of the Board of Directors and provide support to Board committees and subcommittees as needed
- Ensure support is provided to facilitate the Board's work

THE IDEAL CANDIDATE

Qualifications

- At minimum a university undergraduate degree
- 10+ years in a senior leadership position in a non-profit environment
- Strong fundraising experience with demonstrated understanding of leading-edge philanthropic practices
- Financial acumen, understanding of budgeting and stewardship processes
- Outstanding leadership and organizational skills, adept at managing and motivating teams
- Excellent communication, vibrant and engaging public speaking skills

- Strong knowledge of governance principles, ability to work effectively with an engaged Board
- Professional integrity and high level of transparent leadership
- Experience working with multi-disciplinary team members and stakeholders

Competencies

Creativity and problem solving

Defines and clarifies corporate outcomes. Understands how their work and the work of others effectively contribute to these outcomes. Identifies significant improvement opportunities. Prepares detailed analysis, cost/benefit cases and action plans to solve problems or make improvements.

Change and innovation

Identifies and effectively drives the requirement for long- term strategic change in the direction of the business plan. Carries out effective and timely project management duties and ensures the change progresses as planned.

Accountability for results

Clarifies and interprets the big picture. Defines and effectively contributes to planning, strategy review and development. Sets targets and metrics and determines priority. Takes appropriate action and accepts responsibility. Meets commitments and can be depended on to do what is expected consistently.

Working with stakeholders and customers

Positively engages with internal and external partners and influential stakeholders. Uses effective communication styles in complex situations and/or large groups. Initiates effective restructuring of services to meet changing customer needs. Identifies potential new partners and programs as a chief advocate in the broader community for the Library.

Leadership

Champions the vision, mission, values and charter. Inspires and influences staff. Seizes opportunities and takes calculated risks. Sets overarching goals and direction and creates commitment through shared understanding. Directs learning and development and creates an environment which encourages engagement and initiative. Leads by example.

Location – Calgary; a relocation package will be provided if required by the successful candidate.

Compensation – This position offers a competitive salary commensurate with experience and a comprehensive benefits program.

How to Apply – Please submit your resume in confidence including the names of 3 references to the CPLF Board at cplf.ceo@gmail.com. While we appreciate the interest of all applicants, only those who meet the qualifications for the role will be contacted to move forward in the process.

