

Pennsylvania Academic Library Consortium, Inc.
Position Description

Position Title: Director, Strategic Initiatives

Reports to: Executive Director

Available: February 1, 2019

PALCI seeks applications from highly motivated, self-starters who are passionate about leading and facilitating strategic collections initiatives and consortium grant-based opportunities in a fast-paced, collaborative, non-profit library consortium setting.

This full-time, remote working, senior level position will report to the Executive Director. The Director, Strategic Initiatives will be the expert in coordinating strategic programs and funding opportunities, grant writing and administration, project management, and facilitation of community building and program sustainability.

Responsibilities:

- Lead a portfolio of key strategic collections initiatives and consortium grant-funded activities, including state (LSTA) and federally funded (U.S. IMLS) initiatives
- Manage assigned program/project budgets and oversee project planning
- Directly supervise the work of grant-based contract staff, or other staff as assigned
- Lead assessment efforts and activities in assigned program areas
- Together with the Executive Director and key partners/stakeholders, build sustainability plans and business models to ensure program continuation and appropriate resourcing
- Lead grant writing, documentation, and reporting, including final grant reports to ensure PALCI meets all funder requirements and deadlines
- Lead efforts to identify additional external funding opportunities for identified strategic needs through grants, contracts, philanthropy and other approaches
- Manage projects, ensuring all parties, including any external contributors, understand the requirements of the projects, timelines, and any appropriate terms and conditions included in grant applications and reports
- Facilitate PALCI's ability to apply for and receive funds by accurately maintaining records, updating required information in grantor and grantee systems (e.g., www.sam.gov), and monitoring and supporting PALCI's compliance with funder requirements
- Serve as PALCI staff liaison/coordinator for grant funded activities including Affordable Learning PA, PA Digital, CC-PLUS, and other groups and initiatives as they are developed

- Manage PALCI's eResources renewal program, including coordinating the annual renewal negotiations and process for current subscriptions, with the administrative support of PALCI's Communications and Member Support Coordinator
- Build and maintain strong working relationships with PALCI Members, vendors, other consortia, and related constituents, stakeholders, and business partners
- Communicate actively with Members and stakeholder communities about PALCI program activities through a variety of channels to engage the PALCI community
- Assist with coordination of PALCI events, including PALCI annual member meeting
- Represent PALCI at conferences and events, and in presentations
- Serve as consortium administrator in the Executive Director's absence
- Other duties as assigned

Qualifications/Experience:

- ALA-accredited master's degree in library or information science or equivalent in pertinent training and experience
- Minimum 5 years recent relevant professional experience, preferably in a consortium, academic library or related organization
- Demonstrated success in administering and managing projects to meet timelines and goals, preferably direct experience with grant-funded projects
- Experience with writing grants, reporting and grant management with strong attention to detail
- Demonstrated ability to exercise a high level of professional judgment
- Knowledge of, or experience with academic library collection management issues and operations, cooperative resource sharing programs, and other collaborative library initiatives
- Knowledge of and experience with trends and challenges in academic libraries
- Familiarity with electronic resource licensing issues and practices
- Experience and passion for working in a consortial environment and leading collaborative initiatives
- Strong interpersonal, organizational, and communication skills
- Excellent public speaking and presentation skills
- Proven record of exceptional customer service and problem resolution
- Evidence of ability to work independently and as part of a team in remote work settings
- Proficiency and comfort with using modern collaboration technologies and productivity tools necessary for distributed, remote-work teams, including but not limited to Google's suite of business tools (Google Docs, Sheets, and Forms), project management software, such as Trello, online survey software, customer

relationship management tools, such as Salesforce, Electronic Resource Management tools/portals, such as ConsortiaManager, and web conferencing technologies, such as Zoom

- Ability to travel for meetings and conferences, with a valid state driver's license

Remote Work Requirements

PALCI serves 68 academic and research libraries in PA, NY, NJ and WV, and maintains a distributed office environment. PALCI will supply staff a computer with webinar functionality, Microsoft office suite and a mobile phone, or reimbursement for a mobile phone service. Employee will supply adequate office space and a robust Internet connection. Our work is conducted primarily through frequent web-based meetings using Zoom, phone, and email. We use both Google and Microsoft applications. Although this is a remote working environment, preference is given to candidates currently residing within the PALCI region.

Compensation

This is a full-time remote-working position with full health, dental, vision, and retirement benefits. Salary is competitive and commensurate with experience.

Apply

Please send your resume, cover letter, a sample of your work (e.g., a writing sample, presentation, website demonstrating a project or initiative in which you played a key leadership role), and 3 professional references to admin@palci.org. The position is open until filled with first consideration given to applications received by January 31, 2019.

PALCI is an equal opportunity employer.