

# Executive Director

**Location:** Flexible (remote with regular travel to New York City and program sites)

**Type:** Full-Time | **Reports to:** Board of Directors

## ABOUT LIBRARIES WITHOUT BORDERS US

Libraries Without Borders US (LWB US) is the American branch of the international nonprofit, Bibliothèques Sans Frontières (BSF). Since 2007, BSF has delivered access to information and learning opportunities to 2+ million people in 30+ countries. Utilizing innovative tools, training programs, and educational resources, BSF builds learning spaces to strengthen the capacity of people in vulnerable situations.

LWB US believes that everyone deserves access to knowledge, information and safe spaces to connect to critical resources. Since 2014, we have partnered with libraries, library systems, and community-based organizations to bring library resources and services to those that need them most.

Our work expands access to critical information, educational opportunities, and local resources. Through our partnerships, we support public libraries to identify and remove the barriers that prevent underserved communities from accessing their offerings. We increase library usage and resource access by: conducting local and national research & mixed-methods data collection and analysis; hosting community workshops and library staff trainings; building and implementing custom outreach strategies and innovative programs that sustainably increase access to library and community resources.

## POSITION SUMMARY

The Executive Director serves as the visionary and operational leader of LWB US, responsible for advancing its mission, expanding impact, and ensuring organizational sustainability. This role demands a strategic thinker, community-centered leader, and effective fundraiser who can build partnerships across sectors, inspire a dedicated team, and amplify the voices of marginalized communities.

The role involves managing a growing organization and organizational strategy. This person needs to be able to think and plan strategically while simultaneously being willing to do the groundwork that is essential for a small team's success.

## KEY RESPONSIBILITIES

### Strategic Leadership

- Execute and adapt a bold, equity-focused strategic vision for LWB US
- Foster a collaborative, inclusive organizational culture aligned with LWB's mission and values
- Represent LWB US nationally and globally as a thought leader in access to information, libraries, and community development
- Participate actively in the management and coordination bodies of the BSF International network
- Collaborate closely with the Board to develop, refine, and implement the organization's strategic vision

## **Fundraising & Finances**

- Lead US fundraising strategy and implementation including foundation relations, donations, and library and government contracts
- Participate in fundraising for the BSF network's international actions led by BSF International.
- Cultivate and steward relationships with funders, partners, and donors
- Ensure financial health through budgeting, planning, and reporting

## **Program Oversight & Innovation**

- Oversee the design, delivery, and evaluation of LWB US' innovative programs
- Build and manage strategic library and organizational partnerships
- Promote community-led and evidence-based approaches that reflect the needs and assets of underserved populations
- Develop and implement scalable models and strategic partnerships to maximize impact

## **Organizational Management**

- Manage a growing team of staff and contractors
- Maintain and enhance efficient operational systems and compliance practices
- Work closely with the Board and relevant Board committees (e.g. Finance, Communications) to ensure organizational compliance and adopt best practices

## **Communication**

- Manage external communications to key stakeholders
- Lead strategy to increase visibility, build brand recognition, expand national strategy, and engage supporters
- Participate in the international communication and advocacy of the BSF network in close collaboration with the leadership of BSF International

## **WHO WE ARE LOOKING FOR**

- A proven leader with experience in nonprofit management, social innovation, public libraries, education, or related fields
- Demonstrated success in fundraising as well as program development and high-impact partnership cultivation
- Excellent communicator with experience in public speaking, advocacy, and cross-sector collaboration
- Demonstrated commitment to diversity, equity, and inclusion
- Entrepreneurial mindset with the ability to scale a mission-driven organization
- Exceptional written and verbal communications skills
- Deep knowledge of or connection to library systems, digital equity, or community development is a plus

## **DIVERSITY, EQUITY & INCLUSION**

LWB US is an equal opportunity employer committed to creating a diverse and inclusive workforce. We strive to be a workplace where people thrive by being themselves and are inspired to do their best work every day. We would like to see our commitment to diversity, equity, and inclusion reflected in the candidate pool for this position.

## DETAILS

The position is remote but significant travel will be required.

Full-time position salaried with benefits:

- Salary range: \$105,000 - \$115,000
- Monthly WFH stipend
- Monthly health expenses reimbursement
- Vacation: 20 days of PTO, including sick days
- Professional development: annual stipend
- 401(k) plan with employer match

## TIMELINE

- Applications will be reviewed on a rolling basis
- Anticipated start date: June 25, 2025

## INTERESTED?

Please send an email with the subject line, "Executive Director" to [jobs@librarieswithoutborders.us](mailto:jobs@librarieswithoutborders.us), and include the following information:

- Resume (no more than 1-2 pages)
- Cover letter (1 page)
- Contact information for 3 professional references