

Organization: Johnson County Public Library Foundation

Job Title: Executive Director (Full Time)

Location: Johnson County, IN

Position Overview:

The JCPLF Executive Director leads fundraising, strategic planning and community engagement efforts to advance the Foundation's mission. This full-time position is ideal for a dynamic and self-motivated leader passionate about public libraries and their role in the community. The Executive Director will work closely with the Board of Directors and Library leadership to ensure the Foundation's goals align with the Library and its patrons' needs.

Position Responsibilities:

- **Fundraising & Development:**
 - Lead fundraising initiatives to support library programs, projects, and services.
 - Identify new donors and sponsors.
 - Cultivate relationships with individual donors, foundations, and corporate sponsors.
 - Organize and oversee fundraising events, campaigns, and grant applications.
 - Expand the Silver Tree Society and the Explore Summer Endowment.
- **Strategic Planning & Leadership:**
 - Collaborate with the Board of Directors to set the Foundation's long-term goals and strategies.
 - Ensure the Foundation's activities are aligned with the mission and vision of the Johnson County Public Library.
 - Provide leadership and direction to staff and volunteers involved in Foundation & Friends activities.
- **Community Engagement, Marketing & Advocacy:**
 - Serve as the primary spokesperson for the Foundation, promoting its mission and programs within the community.
 - Develop new partnerships with local businesses, community organizations, and other stakeholders.
 - Advocate for the Foundation's role in supporting JCPL services at local government meetings and community events.
 - Manage social media, create a quarterly newsletter, and website content.

- **Board Support & Governance:**

- Provide regular updates and reports to the Board of Directors on Foundation activities, goals, and finances.
- Assist with Board recruitment and development efforts.

Education and Experience:

- A bachelor's degree in nonprofit management, business, or related field (or equivalent experience).
- Experience in nonprofit leadership, fundraising, or related fields.
- Proven success in managing fundraising efforts, donor relations, and event planning.
- Strong communication, networking, and public speaking skills.
- Familiarity with library systems and public service organizations is a plus.
- Self-starter with strong organizational and time-management skills.

Compensation & Benefits:

An average of 40 hours per week compensated at \$2,800 biweekly. While this position does not include insurance or retirement benefits, it includes twenty PTO days and opportunities for professional development. The position will have flexible hours, with some time each week working at one of JCPL locations to gain insight into Library operations. Some evenings and weekends will be required for events, outreach, and meetings.

How to Apply:

Qualified candidates should submit a resume, cover letter, and references to chele@jcplf.org. Applications without a cover letter will not be considered. JCPLF will accept applications until June 5, 2026.

The Johnson County Public Library Foundation is an equal opportunity employer.