



NELLCO is a vibrant international consortium of law libraries established over thirty years ago. Founded as a regional cooperative network of just 15 New England Law Libraries, NELLCO now has more than 120 member law libraries across the United States, Australia, Canada and the United Kingdom. A nimble, dynamic, member driven organization, NELLCO has proven its value to members in four vital realms: collaboration, communication, innovation, and education. NELLCO is currently based in Albany, New York's capital city, known for its quality of life and low cost of living. Albany frequently ranks in the lists of best places to live among all cities in New York and across the United States.

POSITION DESCRIPTION

NELLCO is seeking a dynamic, collaborative, forward-thinking Executive Director to actively work with the Board of Directors and member libraries to successfully advocate for and advance the mission of the organization while maximizing and working within the consortium's fixed resources; effectively use current technologies; explore and implement innovative and relevant cutting-edge projects and programs; and provide educational opportunities for members by supporting the discovery, implementation, and dissemination of new ideas. The successful candidate for Executive Director is a dynamic, mission-focused, inventive, seasoned, and strategic leader.

RESPONSIBILITIES

GOVERNANCE AND OVERSIGHT:

Together with the Executive Committee and the Board of Directors, implement goals and initiatives to further NELLCO's mission, core values, and strategic plan. Duties include:

- Researching and providing innovative and forward looking recommendations on issues facing law libraries, consortia, nonprofit organizations and associations;
- Convening and coordinating Board of Directors and Executive Committee meetings, using a variety of formats including in person, conference call and virtual meetings;
- Developing an annual budget; and
- Maintaining robust and open communication with the Board of Directors, the Executive Committee, and the NELLCO membership and staff.

MANAGEMENT AND ADMINISTRATION:

- Evaluate, select and implement new technologies to achieve NELLCO's goals;
- Identify resources and products for member libraries, negotiate consortium pricing, and negotiate, draft and monitor vendor and consultant contracts;

- Oversee, manage, and support NELLCO projects such as PalmPrint and ALLStAR Benchmarking;
- Oversee all consortium office activities including: policy matters, personnel, insurance coverage, financial and legal compliance requirements;
- Manage annual budget, monitor expenditures, prepare reports and provide budget data as requested by the Board of Directors and the Executive Committee.
- Identify potential revenue opportunities and develop RFPs, RFQs, and RFIs in support of new initiatives and projects;
- Research and submit grant proposals, and manage grants;
- Ensure annual audits, state filings (NY), and federal filings (990, tax return) are prepared in compliance with state and federal requirements; and
- Hire, supervise and evaluate NELLCO office staff.

OUTREACH AND DEVELOPMENT:

- Represent NELLCO regionally, nationally and internationally by networking with law libraries, library consortia, vendors, consultants, grant agencies, the media, and other professional organizations related to NELLCO's mission;
- Promote and market NELLCO to current members, potential members, and other professional organizations;
- Coordinate and collaborate with committees, interest groups and other NELLCO entities, and serve as a liaison between NELLCO groups and the Board of Directors;
- Develop and maintain dynamic methods of communication, both among NELLCO membership and beyond NELLCO, using innovative print, online, and social media tools;
- Attend professional development meetings, conferences, and visits to member organizations;
- Learn, present, and promote in furtherance of NELLCO's mission; and,
- Provide opportunities for members to gather for professional development opportunities.

EDUCATION

Bachelor's and at least one advanced degree required;
JD, MBA, and/or advanced degree in a library, information, or related field preferred.

EXPERIENCE

A minimum of five years of increasingly senior level experience in an academic library, consortium, non-profit, or other service organization. Library experience is strongly preferred.

LEADERSHIP COMPETENCIES

- Demonstrated ability to think strategically and anticipate the effects of a shifting landscape in the field of legal information delivery and services;
- Demonstrated ability to implement an effective communications strategy for the dissemination of information within and outside the organization;

- Demonstrated strong interpersonal, collaborative, and leadership skills to foster and achieve cooperation and the achievement of common vision and goals; and,
- Proven track record in problem solving, project and resource management.

SALARY AND BENEFITS

NELCO offers a competitive salary based on background and experience and a comprehensive benefits package, similar to the academic institutions it serves.

Comprehensive benefits package includes 18 vacation/personal days, 13 paid holidays, 12 sick days, health insurance, life insurance, and retirement contributions. Relocation assistance is available.

TO APPLY

Send current resume, letter of intent, contact information for three professional references and related inquiries to EDSearch@nellco.org. Applications will be reviewed as received and will be accepted through Friday, February 10, 2017. The position is available July 1, 2017 and start date is negotiable.

NELCO is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, marital status, physical or mental disability, protected veteran status, genetic information or any other legally protected status, in accordance with applicable federal, state and local EEO laws.