



Executive Director Virginia Library Association

Bradbury Miller Associates

Virginia, United States (On-Site)

Spotlight Preferred Diversity Focus

Posted 5 days ago

Job Type	Salary
Full-Time	\$95,000.00 - \$115,000.00
Library or Company Type	Salary - Type
Association	Yearly Salary
Job Category	
Administration/Management	

Description

The [Virginia Library Association](#) (VLA) Executive Board seeks a transformative and energetic professional to become the organization’s next Executive Director and lead VLA to continued success. The Virginia Library Association is committed to supporting all Virginia libraries and increasing membership value by enhancing library services, supporting library staff, and promoting the profession of librarianship to advance literacy and learning while ensuring equitable access to information throughout the Commonwealth. The next Executive Director will be an influential leader who possesses political savvy and strong advocacy skills to engage with legislators and stakeholders. The Executive Director will manage two staff members, a Manager of Communications and Member Engagement and a Bookkeeper. VLA is supported by membership dues, program fees, income from the Annual Conference, other Association events (Professional Associates, The Innovative Library Classroom, etc.) and conferences, investments, Jobline, and fundraising programs to support the organization's goals. The ideal candidate will be visible in and accessible to the Virginia library community, while being committed to enhancing and uplifting the efforts of library professionals across the state.

Key initiatives for the Executive Director include actively engaging with legislators about intellectual freedom and for increased funding to Virginia libraries, bringing professionals together and overseeing all business operations and logistics of the VLA Annual Conference, coordination of VLA Executive Committee nominations and elections, helping to create a more diverse and inclusive membership, internally collaborating with VLA's Manager of Communications and Member Engagement to further the mission of the organization, streamlining processes and improving workflows, advocating for libraries of all types at the state level, and impressing upon the legislature the importance and relevance of libraries.

Responsibilities: The Executive Director serves as the organization’s chief administrator by providing management and oversight for all programs and initiatives and acts as the key spokesperson and the face of the organization. The Executive Director oversees the annual nomination and election process to select Executive Committee members and is the primary liaison to all internal and external partners/stakeholders, government officials, and the larger community of library-oriented organizations, professionals, and associates. This individual is responsible for the creation and distribution of all the association publications, developing and presenting an annual budget plan, policy development and revision, and proposed by-law changes to the Executive Committee for approval. The Executive Director may be requested to perform job-related responsibilities and tasks other than those stated in the job description.

Qualifications: The ideal candidate will possess five or more years of progressively more responsible experience in libraries, with management, administrative and/or executive level experience for at least three of those years. A Master's degree in Library and Information Science from an ALA-accredited college or university or [CAE Certification](#) is preferred. A combination of library and/or association executive experience and certification will also be considered. The ideal candidate will possess excellent communication skills, strength in advocacy, management skills, accounting savvy, and be self-motivated to envision a plan for the organization. A commitment to diversity and excellence is a must.

Compensation: The hiring salary range is **\$95,000 – \$115,000** (negotiable dependent on experience and qualifications) with insurance incentive and an excellent fringe benefits package.

For further information, contact [Bradbury Miller Associates](#) (<https://bradburymiller.com/>). Apply with a meaningful cover letter and resume via our application [portal](#) (<https://bradburymiller.com/current-clients/>) by clicking on the position followed by the apply button. This position closes on Sunday, June 15, 2025.

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