



## Buckeye Book Fair Executive Director Position

### About the Position:

The Executive Director position is a part-time position, which reports to the Board of Trustees.

- Salary \$30,000 - \$35,000, depending on qualifications.
- Average work week ranges from 20 – 30 hours off peak, and 40+ during peak event times.
- Potential telework situation possible, with required part-time residency in Wooster, OH during peak event times.
- The position requires excellent written, verbal, and interpersonal skills and attention to detail in the execution of fundraising initiatives. The candidate must have strong executive, administrative, and time management skills.

### Position Responsibilities

The Executive Director provides leadership and direction for the organization and reports to the Board of Trustees. This position is responsible for the organization's programming, fundraising, finances, staff and volunteers, and goal setting.

#### Artistic

- Provide the overall artistic vision for BBF's events, education programs, and community outreach.
- Chair the Book Review Committee.
- Develop and maintain relationships with authors and publishers.
- Represent BBF at local, state and national levels, including conferences, and educational associations.
- Work with all committee chairs to ensure programs support the BBF mission.

#### Development

- Lead fundraising and sponsorship efforts by developing relationships with potential donors and sponsors.
- Build and maintain relationships with those individuals, businesses, public, and non-profit organizations who support Buckeye Book Fair.
- Work with Trustees and Board Treasurer to set annual development goals and determine strategies and tactics to meet annual budgetary development goals.
- Manage annual fund campaign, grant schedule, special events, and other development initiatives.

#### Administrative

- Manage, direct, and evaluate staff and subcontractors, assuring their performance meets established goals and expectations.
- Oversee marketing and publicity, including social media, newsletters, and press releases.
- Design, print, and distribute marketing materials.
- Manage data and databases.

- Control sales & inventory of 300+ line items.
- Organize and present programs and events: Buckeye Book Fair, Young Authors, Literacy Awards, online and in-person author events.
- Negotiate contracts and payments with authors, publishers, and suppliers.
- Manage the organization's technology and infrastructure needs including website and social media channels.
- Work in conjunction with the Treasurer and Board Chair to prepare and oversee a \$150,000+ budget and assure organization operates within the established budgetary guidelines.
- Assures the Board Chair and appropriate Trustees are alerted to any issues, internal or external, that require Board action.

The Executive and Artistic Director may perform other duties as requested by the Board of Trustees.

### **About the Buckeye Book Fair:**

Buckeye Book Fair is a nonprofit literary organization with a mission to promote Ohio authors and Ohio literacy projects. Our authors and constituents are diverse Ohioans of all racial, religious, and social backgrounds. We pride ourselves on delivering fun, high-quality literary opportunities to all Ohioans, and especially to rural and under-served communities.

Major events include a day-long book fair involving over 100 Ohio authors in early November of each year, educational programs for students in partnership with local school systems, programs for adults, and a host of fundraising and donor appreciation events.

Please learn more about Buckeye Book Fair at [www.BuckeyeBookFair.org](http://www.BuckeyeBookFair.org).

### **Position Requirements**

- A minimum of 3 years of relevant experience in nonprofit leadership.
- Ability to seek and write applications for grants and grant reports.
- Understanding of nonprofit operations including: legal and governance issues, nonprofit accounting, payroll, and sales tax.
- Competency in QuickBooks, Microsoft Office, Adobe Creative Suite, Wordpress, and social media platforms.
- Experience or familiarity with purchasing books wholesale from publishers a plus.
- Must be capable of working physically for extended hours.
- Must be able to lift 50 lbs.

### **How to Apply**

BBF is an Equal Opportunity Employer and encourages applications from all qualified individuals without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, or veteran status, or to other non-work-related factors.

To apply, send resume, cover letter, and three professional references to Search Chair, at [buckeyebookfair21@gmail.com](mailto:buckeyebookfair21@gmail.com).

Please use the subject title "Executive Director application" in the subject line of your email. No phone calls please. Applications will be reviewed as they are received. Those received by May 14<sup>th</sup> are guaranteed consideration.