



Position Description

Position Title: Membership Director

Supervised By: Executive Director

FLSA: Exempt

Location: Edwardsville

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Library Professional

Salary Grade: 12

Summary:

The Membership Director leads strategic development initiatives for member libraries, with a focus on schools, by facilitating information accuracy, cultivating strong relationships, and enhancing their engagement within the IHLS multitype library system. This position involves significant networking and interaction with IHLS member libraries. A key focus of this role is cultivating and maintaining strong relationships with member school districts and schools that are members of IHLS.

Essential Duties & Responsibilities:

As the leader of the Membership Services Team:

- Serves as a vital member of the Leadership Team and as the staff representative to the Membership and Policy Committee.
- Oversees the activities of the Membership Team.
- Tracks new members, suspensions and compliance with membership criteria as outlined in the Illinois Administrative Code.
- Monitors annual tasks required of IHLS libraries.
- Exhibits knowledge of the governance documents for Illinois libraries and the membership criteria outlined in the Illinois Administrative Code.
- Is involved in regional, statewide and national initiatives as a voice for the multi-type IHLS membership.
- Tracks legal and legislative issues that impact Illinois libraries, with particular attention to schools.
- Tracks and records significant data as it pertains to IHLS member libraries analyzing membership trends and data to inform decision making
- Maintains regular communication with member libraries, addressing inquiries about services, assessing development needs and offering support through ongoing contact and site visits.
- Visit member libraries to discuss iHLS services and provide onsite professional support
- Serves as the system point of contact for Academic Libraries.
- Works collaboratively with other team members and colleagues throughout IHLS to assess and develop professional development opportunities for member libraries.

- Collaborates with IHLS departments to enhance member engagement and foster relationships among libraries.
- Promotes IHLS networking and professional development opportunities with member libraries.
- Maintains active involvement in relevant professional organizations and initiatives.
- Participates in networking events throughout the system and state.
- Provides leadership and guides programming for Member Day
- Ensures that school libraries have the opportunity to earn PDH credit.
- Encourage libraries to be advocates for their library and programs that benefit their library.

Supervises: Public Library Liaison, Continuing Education Coordinator, Membership Coordinator, iLead Project Manager and Communications and Advocacy Administrator

Minimum Education and Experience:

- MSLIS with licensure preferred.
- Three (3) years' experience working in school libraries.
- Experience working in or with different types of libraries is preferred.

Licenses or Certifications Required: Valid driver's license or other accommodations for travel.

Knowledge, Skills, and Abilities Required:

- Knowledge of the multi-facets of school librarianship, including Planning and Learning, Library Administration, Leadership and Creating a Learning Environment.
- Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Knowledge and proficiency in software such as Word, Excel, and PowerPoint.
- Ability to establish and maintain effective working relationships with IHLS staff, the board, governmental representatives, and member libraries.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Ability to travel as required.

Remote Work: Remote work within Illinois is available, contingent on an approved remote work agreement and adherence to company policy.

Working Conditions & Physical Requirements:

- Work takes place in a typical office environment and/or remote work setting.
- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- The employee is required to have visual acuity to determine accuracy and perform activities such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, extensive reading, and thoroughness of the work assigned.

The duties listed above are not all-inclusive. Employees may be required to perform other job-related duties as requested, in accordance with state and federal law.

If you require assistance or accommodation to apply for this position, please contact the Human Resources Director at hr@illinoisheartland.org or 217.689.0999. IHLS is an Equal Opportunity

Employer and is committed to providing reasonable accommodations to qualified individuals with disabilities.

Employee Signature

Date

Supervisor Signature

Date