



The Fairfax Library Foundation is a 501(c)(3) nonprofit charitable and educational organization committed to providing supplementary support to the Fairfax County Public Library. The Foundation, while reinforcing the need for continued and increased public support for the Library, serves as a catalyst for attracting private funding from individuals, businesses, organizations and foundations to enhance library services for our community.

If you are interested in any of the positions below, or would like to recommend a candidate for consideration, please email recruitment@fairfaxlibraryfoundation.org.

TEAM: Operations

Board Title: Member, Board of Directors

Board Role: Leader, Legal & Compliance

The Leader, Legal & Compliance, will serve as a voice on the Board to provide context and expertise to inform the Board and guide decision making on legal, compliance and ethical issues.

The Leader will:

1. Participate in quarterly Board meetings.
2. Review and provide counsel on bylaws and other corporate governance matters.
3. Ensure the Board is addressing compliance and ethics matters where appropriate.
4. Provide recommendations on staffing, policies, resources, management, oversight from a legal/compliance perspective.
5. Consult with the Board attorney on legal matters and disputes, if any.
6. Contribute to recruiting other Board members with knowledge skills abilities and strengths that represent Foundation Board priorities.
7. Contribute to fundraising and recruitment goals of the Board.

Successful candidates will have: 5+ years of legal or compliance experience, an interest in non-profit organizational development, and a love of the library.

Board Title: Member, Board of Directors

Board Role: Leader, Strategy

The Leader, Strategy provides the Board of the Foundation with guidance and direction on strategic priorities and processes, working with Board members to define the annual strategic priorities for the organization across functions. Building on the Foundation's record of accomplishments, the leader will champion the organizational vision by identifying and securing partnerships to ensure the financial sustainability of the Library. Build, sustain, and grow positive relationships with community stakeholders by acting as an ambassador of the Foundation.

The leader, Strategy will:

1. Attend quarterly meetings.
2. Help design and implement a facilitated annual strategy discussion with fellow Board members and staff.
3. Provide direction for development of a cross-functional strategic plan.



4. Provide frameworks and facilitate sessions for strategic decision making.
5. Provide counsel on strategic questions.
6. Contribute to fundraising and recruitment goals of the Board.

Successful candidates will have 7+ years of experience leading corporate or non-profit organizations through a strategic process, planning and execution, and a love of the library. Leaders must bring an entrepreneurial spirit and passion for the mission and demonstrated track record of managing successful outcomes for strategic implementations and the capability to diversify fundraising revenues.

TEAM: Programs

Board Title: Member, Board of Directors

Board Role: Leader, Programs

The Foundation's support plays a critical role in helping Fairfax County Library provide programs for continuing education, self-development, and lifelong learning to meet the needs of and enhance the quality of life for County residents of all ages, abilities, and backgrounds. The Leaders of the Foundation Board Programs work will serve as the bridge between the Foundation Board and the staff on the topic of Library programs. These leaders will ensure that there is a strong connection made between Library goals, objectives, and the programmatic priorities, by measuring and enhancing the impact of its programs and engaging the community and civic leadership in a meaningful way.

The Leader, Programs will:

1. Attend quarterly meetings.
2. Help design and implement a programs inventory in alignment with Library goals and objectives, drawing from input from appropriate stakeholders.
3. Provide direction for development of a cross-functional strategic plan.
4. Provide frameworks and facilitate sessions for strategic decision making.
5. Provide counsel on strategic questions.
6. Contribute to fundraising and recruitment goals of the Board.

Successful candidates will have a fluency in one or more of the Library priority areas (STEM, literacy, innovation, access) and/or a track record of executing on externally funded program management. Work with the Executive Director to spearhead and expand fundraising efforts, solicit new major prospective donations, pursue grant opportunities, oversee current fundraising efforts, and develop sustainable revenue streams. This position will have insight into the difference the Foundation is making and will be a great fit for a lover of the library.

Board Title: Member, Board of Directors

Board Role: Chair, Scholarship Committee

The Chair of the Scholarship Committee will oversee the Foundation's program recommends policy, guidelines, and procedures for scholarship fund distributions to be adopted by the Board.



The Scholarship committee meets regularly and reviews scholarship applications and awards scholarships.

The Chair, Scholarship Committee will:

1. Review scholarship applications and align them with evaluation methods; to review applications submitted for eligibility; to evaluate candidates. This includes aligning evaluation factors with goals and objectives of the library.
2. Monitor staff and volunteer participation to ensure participation throughout the branches and administration.
3. Lead the scholarship committee: communicate meeting dates; monitor member participation; listen and respond to committee member issues; recruit new members; conduct and lead committee discussions of applications to reach consensus decisions about the awardees.
4. Communicate with Foundation support staff during the application and award process; with Library staff to ensure that application availability and deadlines are communicated to staff and volunteers; with FCP School staff to ensure application availability and deadlines are communicated to high school students.
5. Oversee the monitoring of the budget and communicate expenditures and balances to committee and board; Oversee scholarship sponsorships development.

Successful candidates will be familiar with the library and library sciences, ability to lead and delegate, and a track record of overseeing complex projects with evaluation components. Leaders must have strong communication skills and demonstrate, through all media platforms, the scholarship program's successful impact; from individual donors, to recipients, to the Library and the wider community. This program helps strengthen our Library staff, so a love of the Library is a must!

TEAM: External Relations

Board Title: Member, Board of Directors

Board Role: Leader, Marketing and Communications

The Leader, Marketing and Communications will provide expert advice, counsel and leadership to promote the Board mission and support the awareness, public engagement and fundraising goals of the Foundation. The Leader, Marketing and Communications will:

1. Attend quarterly Board meetings.
2. Provide leadership for the process of developing of a long-term marketing.
3. and communications plan for the Foundation, including input from appropriate stakeholders, resource recommendations, and approaches.
4. Offer expert advice on marketing and communications priorities, audiences, resources, approaches, and choices facing the Board and staff of the Library Foundation.
5. Help staff and fellow Board members implement the plan.
6. Contribute to fundraising and recruitment goals of the Board.



Successful candidates will have 7+ years of experience leading corporate or non-profit organizations through a marketing and communications planning and execution, and a love of the library.

Board Title: Member, Board of Directors

Board Role: Leader, Advocacy

The Leader, Advocacy will provide expert advice, counsel and leadership to promote the Board mission and support the Board's advocacy goals in support of a favorable policy environment for a stronger, more accessible Fairfax County Library. The Leader, Advocacy will:

1. Attend quarterly Board meetings.
2. Provide leadership for a long-term advocacy plan for the Foundation, including input from appropriate stakeholders, resource recommendations, and approaches.
3. Offer expert advice on advocacy and public affairs, audiences, resources, approaches, and choices facing the Board and staff of the Library Foundation.
4. Help staff and fellow Board members implement the plan.
5. Contribute to fundraising and recruitment goals of the Board.

Successful candidates will have 7+ years of experience leading corporate or non-profit organizations through advocacy and lobbying planning and execution, and a love of the library.

Board Title: Member, Board of Directors

Board Role: Leader, Corporate Fundraising

The Leader, Corporate Fundraising, will assist the Board and Staff of the Fairfax Library Foundation in defining developing and executing a strategy to engage corporate funding for Library programs and priorities. The leader will:

1. Participate in quarterly Board meetings.
2. Contribute to the corporate fundraising strategy: providing thoughts on targets, platforms, priorities, staffing, messaging, timing, and contacts within top Fairfax County businesses.
3. Contribute to outreach strategy: Advising on how best to engage and inform appropriate contacts within Fairfax County.
4. Contribute to engagement: Facilitating introductions, providing guidance, engaging with and supporting relationships with key corporate funders.
5. Provide expert advice on how best to craft materials for corporate audiences, optimize pitches, applications, and approaches to maximize chances of success.
6. Contribute to fundraising and recruitment goals of the Board.

Successful candidates will have: 5+ years of experience in development/fundraising, a track record of engagement with corporate funders, and a love of the library.



Board Title: Member, Board of Directors

Board Role: Leader, Research and Grant Applications/Nonprofit Funding

The Leader, working closely with Foundation staff, will support staff efforts to identify potential funders from nonprofit charitable-giving arms of corporate foundations, government, and stand-alone charitable foundations with potential interest in funding literacy and related programs provided to the public. The leader will identify areas of opportunity for funding, such as those interested in serving under-served populations who have access to any of the 22 local public libraries in Fairfax County, VA. The Leader or other committee members will develop a plan for landscape review and prioritization of opportunities and advise staff as to how to apply for grants from these sectors, including reviewing grant applications prior to submission.

The Leader will:

1. Attend all quarterly Fairfax Library Foundation meetings.
2. Help identify potential sources of grant funding, develop a landscape analysis, and prioritize areas of focus.
3. Review and provide input into grant applications proposed and composed by staff.
4. Report progress of above to the Executive Director and Library Foundation Board of Directors.

Successful candidates will have a knowledge of or willingness to research nonprofit/corporate/government foundations with potential interest in literacy programs at the local and national or international level. The candidate will also have knowledge of or experience in preparing competitive grant applications or contract RFPs.

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