

Executive Director Job Description

Friends of the Dallas Public Library

Location: Dallas, TX | Reports to: Board of Directors

Salary Range: \$120,000 – \$150,000, commensurate with experience

Submit Applications [here](#)

Organizational Background

Friends of the Dallas Public Library (FoDPL) is the nonprofit foundation supporting the Dallas Public Library's system of 30 branches that serves one of the nation's largest and most diverse metropolitan areas. FoDPL raises private funds, cultivates public and private partnerships, and champions policies that ensure broad access to resources that foster learning, literacy, and opportunity for all Dallas residents.

With a legacy of powerful civic engagement and programming—including advocacy for city bond campaigns, support for early-childhood and lifelong literacy programs, and fostering employment searches and job-growth activities, FoDPL is a catalytic partner to the library system and a recognized force in Dallas's nonprofit landscape.

Position Summary

FoDPL seeks a dynamic, strategic, and mission-driven Executive Director (ED) to lead the organization into its next phase of growth and civic impact. The ED will serve as the organization's chief executive and public representative, responsible for overall strategy, fundraising leadership, financial and operational oversight, and Board engagement.

The successful candidate will be an experienced nonprofit leader with a demonstrated ability to drive revenue growth, cultivate donor relationships, manage complex stakeholder dynamics, and scale mission-driven programs. This is an opportunity for a visionary leader to shape the future of public access to knowledge, equity, and opportunity in Dallas.

Key Areas of Responsibility

Strategic & Organizational Leadership

- Partner with the Board of Directors to refine and implement a strategic plan aligned with the mission.
- Serve as the lead liaison with the Director of the Dallas Public Library, fostering a strong working relationship to align priorities and funding.
- Cultivate a culture of excellence, accountability, collaboration, and inclusivity across the organization.

Fundraising & Development

- Lead and execute comprehensive fundraising strategies across individual, major donor, corporate, foundation, and grant portfolios.
- Personally manage a portfolio of high-net-worth donors and strategic funding partners.
- Oversee donor stewardship, prospect research, grant development, and campaign planning.
- Drive membership engagement and donor database optimization (DonorPerfect).

Community Relations & Advocacy

- Serve as the chief spokesperson for FoDPL, strengthening relationships with government agencies, civic leaders, media, and nonprofit partners.

- Spearhead public awareness campaigns and civic advocacy to promote sustained support for library funding and programs.
- Represent FoDPL at major community events and public forums.

Financial Management & Operations

- Oversee financial planning, budgeting, and reporting in collaboration with the Treasurer, Finance Committee, and Staff Accountant.
- Ensure sound fiscal policies and procedures are maintained, including annual audits and compliance with 501(c)(3) requirements.
- Supervise a small team and contracted professionals, ensuring effective HR practices and operational efficiency.

Board Relations & Governance

- Maintain strong, transparent communication with the Board of Directors.
- Support board development, onboarding, committee operations, and strategic engagement.
- Provide regular updates on organizational performance, financial health, and fundraising progress.

Desired Candidate Profile

Professional Qualifications

- Bachelor's degree required; Master's degree preferred.
- Minimum 10 years of nonprofit leadership experience, with a strong track record in fundraising, external relations, and strategic planning.
- Proven ability to cultivate individual, corporate, and foundation donors.
- Experience leading high-impact teams and managing budgets.
- Familiarity with library systems, civic organizations, or public service delivery models is a plus.

Personal Characteristics

- Visionary and strategic thinker with a passion for equity, literacy, and civic engagement.
- Exceptional communicator and relationship builder with a high level of emotional intelligence.
- Self-starter with a hands-on leadership style and high degree of integrity and discretion.
- Demonstrated ability to thrive in a complex, multi-stakeholder environment.
- Strong partnership orientation; seeks to lead with collaboration and shared ownership rather than operating as a sole decision-maker.

Compensation and Benefits

The salary range for this position is \$120,000 to \$150,000, commensurate with experience. A competitive benefits package is offered, including:

- Paid vacation, sick leave, and holidays
- Retirement plan options (employer match up to the first 3% of employee's pretax contribution),
- Professional development support
- Health insurance stipend.

This position is based in Dallas and follows a hybrid work schedule. The Executive Director is expected to work in office three days each week, with the flexibility to work remotely on the remaining days.

To Apply

Please submit a resume and cover letter outlining your qualifications and salary expectations [here](#).

Priority will be given to applications received by September 23, 2025. Submissions are welcome after that date and will be considered on a rolling basis until the position is filled. All inquiries and discussions

will be handled with confidentiality.