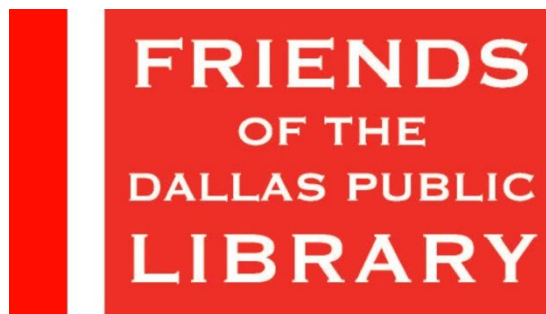




EXECUTIVE SEARCH SPECIFICATION FOR THE POSITION OF

**Executive Director**



DALLAS, TEXAS

**VICTORY SEARCH GROUP TEAM:**

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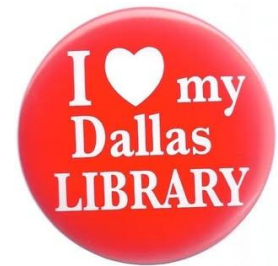
**- CONFIDENTIAL -**

*The information contained in this search specification is confidential and must be treated with the utmost of discretion. Candidate and organizational considerations demand the highest level of confidentiality ensuring the interest and priorities of all involved are addressed most professionally.*

Scottsdale, Dallas, Chicago, Milwaukee, Miami, New York, Charlotte

## THE ORGANIZATION

Founded in 1950, [Friends of the Dallas Public Library](#) (FoDPL) is a trusted member-supported nonprofit that champions the Dallas Public Library system through advocacy, fundraising, and program support. Its mission is to support the Dallas Public Library to achieve excellence in its delivery of resources, services and information to the Dallas community. Its vision is for FoDPL to enable, support and promote the Library to be an essential and vibrant learning institution for the community.



Dallas Public Library, a City of Dallas department, includes the Central Library and 29 neighborhood branches spanning the geographic breadth of the city, located in neighborhoods, two Dallas ISD schools, and NorthPark Center. Today's Dallas Public Library is more than books, it is a safe society, offering a lifetime of enrichment and education for all.

The City of Dallas funds the staffing and tangible assets of the Dallas Public Library, FoDPL provides funding support for staff development, capital renovations and acquisitions, and innovation grants. FoDPL invests in programs that extend the library's reach and impact, including:

- **SMART Summer** – providing thousands of children with engaging summer reading activities to combat learning loss.
- **Early Childhood and Literacy Initiatives** – supporting young learners through story times, family reading events, and early learning resources.
- **Adult Education & Workforce Development** – funding GED classes, digital literacy training, and other career-focused programming.
- **Special Collections & Cultural events** – preserving and showcasing the library's unique rare collections and offering events that connect the community to Dallas's diverse cultural heritage.

**FIND YOURSELF AT THE LIBRARY**

DISCOVER WHO YOU ARE AT THE LIBRARY THIS SUMMER, WHERE EVERY BOOK AND PROGRAM OPENS UP A WORLD OF POSSIBILITIES. JOIN IN ON SUMMER READING EVENTS TO READ, CREATE, AND DISCOVER NEW ADVENTURES THAT MAKE LEARNING FUN!

In an era when access to free information, technology, and learning resources is more vital than ever, FoDPL bridges the gap between what the city budget provides and what the community needs. FoDPL has raised and donated more than \$60M to sustain library programming, for new facilities, and to ensure Dallas residents—especially in underserved neighborhoods—have equitable access to the tools and opportunities that libraries provide.

FoDPL played a pivotal role in the construction of the J. Erik Jonsson Central Library and continues to be a driving force behind library growth and innovation. Over seven decades, it has built a reputation for strong civic advocacy, collaborative public-private partnerships, and steadfast commitment to advancing literacy and learning for Dallas residents.

Headquartered in downtown Dallas, FoDPL has a committed Board of Directors comprised of up to 40 members, with nine current board committees, a staff of 3 full-time employees and 4 part-time contractors, the support of hundreds of volunteers, and an annual operating budget of roughly \$1M. Nearly half of the organization's operating budget directly supports the Dallas Public Library. FoDPL is an independent 501(c)(3) that provides a necessary vehicle for donors to make charitable donations to support the Dallas Public Library.

FoDPL's values of community, learning, access, and innovation reflect the welcoming, service-oriented ethos of the library itself. Staff, board, and volunteers are united by a shared passion for community impact and literacy for all.

## Why join Friends of the Dallas Public Library as Executive Director now?



As FoDPL celebrates 75 years of service, the organization is poised for an exciting next chapter—mobilizing community support for library renovations, growing its endowment (with a \$7.5M goal announced for 2025–26), increasing programmatic reach across all 30 branches, and positioning the Dallas Public Library as a hub of innovation and opportunity. Its goals are:

- Amp up FoDPL's advocacy efforts
- Enhance FoDPL's fundraising ability
- Grow and diversify FoDPL membership
- Increase FoDPL's city-wide recognition

With a newly appointed Library Director, there is also a fresh and renewed energy and interest in partnering with FoDPL to advance shared goals.

### THE OPPORTUNITY

Friends of the Dallas Public Library 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.

## A summary of the essential duties of the Executive Director includes the following:

### 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.

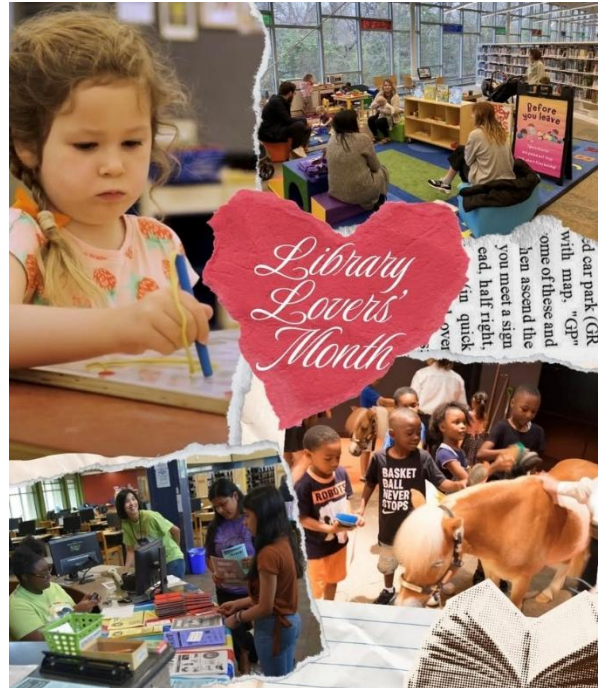
### Financial Management & Operations

- 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

The Executive Director will lead a team of full-time employees including a Staff Accountant, Development Coordinator, and a part-time Executive Assistant, as well as part-time contractors, including a Marketing Coordinator, Event Coordinator, Archivist, PR Contractor, and a Public Relations firm. 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.



Successful candidates will demonstrate the following qualifications, competencies, experiences, and personal attributes:

- 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.
- 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.

The salary range for this position is \$120,000 to \$150,000, commensurate with experience. Benefits package includes:

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

WANT TO GET INVOLVED?  
**VOLUNTEER**  
 WITH DALLAS PUBLIC LIBRARY





VICTORY SEARCH GROUP PROFILE

Victory Search Group is a senior level retained executive search firm serving a select group of clients from seven offices across the United States. For over 20 years, [Victory Search Group](#) has successfully identified, assessed, and recruited senior leadership. Victory Search Group is highly collaborative and focused on customer service; we prize partnering with our clients and are trusted by them for our judgment, integrity, and responsiveness.

For confidential consideration or more information, please contact:



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