



## POSITION ADVERTISEMENT: EXECUTIVE DIRECTOR

Council of State Archivists (CoSA)

**Application deadline: February 1, 2022**

### OVERVIEW

The Council of State Archivists (CoSA) is accepting applications for the position of Executive Director. CoSA is a dynamic national organization representing the state archives and records management operations in the 56 states and territories and the District of Columbia. CoSA is a 501 (c)(3) non-profit organization with a mission to support and strengthen state and territorial archives in their work to preserve and make accessible America's historic records. This work is accomplished through: fostering collaborations among state and territorial archives and with allied professions; providing a range of services to state archives to strengthen their programs; and working at the national level to advocate and secure funding and resources for records programs. CoSA's projects have significantly influenced how state governments manage paper and digital records, protect citizen rights, and preserve their history.

CoSA's annual operating budget is approximately \$250,000, which supports the position of a full-time Executive Director and part-time administrative and project-based contractors. The operating budget is supplemented by grant funds for specific projects that can support additional project staff and/or additional time for incumbents. Since 2012, CoSA has administered \$1.3 million dollars in programmatic grant funds.

### MISSION

The Council of State Archivists provides leadership to strengthen and support state and territorial archives leaders and staff in their work to preserve and provide access to government records.

### CORE VALUES

**RELEVANT:** CoSA anticipates and responds to developing trends, emerging research, and advocacy issues that meet the evolving needs of state and territorial archives leaders and staff.

**INCLUSIVE:** CoSA represents all state and territorial archives leaders and staff, encourages all agencies to provide equitable access to state records, and advocates for equity and inclusion within the government records workforce.

**COLLABORATIVE:** CoSA acknowledges, amplifies, and facilitates the creative strength and extensive knowledge of diverse members, partners, and stakeholders working together.

### BASIC FUNCTIONS

The Executive Director is the chief executive officer responsible for oversight of staff conducting the daily operations of the organization. Guided by CoSA's mission and reporting to an elected nine-member CoSA Board of Directors, the Executive Director provides oversight and management of administrative and project-based contractors who are responsible for member services and relations, communications, budgeting and financial planning, development, advocacy, accounting and fiscal management, grants administration (including contract and grant compliance), information technology, and relations with counterparts in allied organizations.

## **RESPONSIBILITIES**

The Executive Director:

- With the CoSA Board and membership, establishes and maintains the vision and strategic direction for the organization's growth and development, assuring its financial viability and building collaborative relationships within the archival community and with allied stakeholders.
- Plans, formulates, and recommends to the Board, and implements and evaluates policies and programs that will further the CoSA's mission.
- Oversees relations with and provides services to state and territorial government archives.
- Serves as the spokesperson for CoSA.
- Seeks external funding to support CoSA's grant-funded programs; supervises development and submission of all grant proposals and ensures progress reports to funding organizations are submitted accurately and on time.
- Serves as project director for CoSA's major grant-funded initiatives or oversees another staff member in that role, performing duties as specified in grant awards.
- Initiates and/or oversees program development in collaboration with the Board and state archival organizations; monitors and evaluates programs; and provides regular reports to the Board and funding agencies on program and funding status.
- Collaborates and coordinates with allied archival associations to help further CoSA's mission and the archival profession, and to grow a diverse workforce for state and territorial government archives and records management programs.
- Initiates and/or maintains effective relationships and communications with related associations representing state government professions, such as the National Governors Association, the National Association of Secretaries of State, the National Association of State CIOs, and others.
- Monitors the activities of federal, state, and local governments, and allied professions and organizations that are of interest to CoSA and reports regularly on these to the state archives community.
- Coordinates CoSA office operations including staff supervision, evaluation, and contractual arrangements for services and consultants.
- In consultation with the Treasurer, Finance Committee, and financial officer, develops and recommends an annual budget for Board approval and oversees the CFO in the management of CoSA finances within the parameters of the Board-approved budget and CoSA policies. Coordinates the annual audit of CoSA finances with an external auditor.
- Oversees and plans CoSA's annual meeting and mid-year Board meeting and partner briefing.
- Oversees the CoSA Development Coordinator's work with the CoSA Development Committee in development activities for financial support for the organization.
- Oversees the Education Coordinator's work with the CoSA Education and Training Committee in coordinating training, education, mentoring programs, and member relations.
- Oversees the work of additional staff coordinators, including the State Electronic Records Initiative (SERI) coordinator and provides advice and input on SERI management and programming.
- Initiates and/or assists in advocacy efforts of the CoSA Advocacy Committee and Joint Working Group on Issues and Awareness in support of CoSA's mission to secure resources for records programs nationwide and in conjunction with CoSA's strategic plan.

## **CANDIDATE PROFILE:**

Required:

- Successful strategic leadership role through direct experience with a nonprofit, government and/or other public organization or association.

- Demonstrated understanding of/experience with nonprofit governance, standards and best practices, transparency, and accountability.
- Demonstrated ability to collaborate with leaders of archival and allied organizations to achieve shared goals and CoSA's mission.
- Demonstrated history of successful grant applications to both government and private philanthropic organizations.
- Demonstrated ability to manage staff, projects with multiple time frames, grants, and organization finances.
- Demonstrated ability to work in a complex environment with competing demands.
- Demonstrated ability to collaborate with diverse communities and to create a supportive and inclusive work environment.
- Exceptional communication, interpersonal, and presentation skills.
- Demonstrated knowledge of technology and emerging technologies applicable to the archives and records management profession.
- Bachelor's degree.

Preferred but not required:

- Advanced degree
- Knowledge of and experience in:
  - Government archives and records management
  - Association management
  - Development and fundraising
  - Marketing and outreach
  - Board management
  - Strategic planning

#### **ADDITIONAL INFORMATION**

Some travel required for annual meetings or board meetings, conferences, and meetings/conferences of allied organizations.

CoSA represents 56 state and territorial archives that operate across nine time zones. Applicants will be expected to be available at hours and times that enable participation and communication with all 56 archival organizations. CoSA does not have a fixed office location. It is assumed that applicants will work from a home office or will suggest an alternative in their letter of application.

#### **SALARY AND BENEFITS**

Salary range: \$75,000 - \$85,000. 401(k) retirement package with 3% match. Health benefits will be negotiated with the selected candidate. Employment is through a multi-year renewable contract.

**CoSA is an Equal Opportunity Employer.**

#### **APPLICATION PACKAGE**

Application packages shall include:

1. A letter of application that explains: (a) why you are interested in the position, (b) how your background and experience have prepared you for this job, (c) what other personal or organizational qualities and skills you possess that will help you succeed as CoSA's next Executive Director, and (d) workplace location preference,
2. A detailed resume,

3. A professional writing sample that demonstrates your ability to analyze issues, explain complex concepts, and/or present persuasive arguments, e.g., project report, grant proposal, advocacy materials, and
4. A sample presentation that demonstrates your ability to communicate with a diverse community using appropriate technological tools. The presentation could be a PowerPoint, a recorded video, a podcast, or other non-written method.
5. Names and contact information for three professional references.

Application packages should be emailed to [executivesearch@statearchivists.org](mailto:executivesearch@statearchivists.org) as a single pdf with the following naming convention: lastname\_firstname.pdf

Questions? Send to [executivesearch@statearchivists.org](mailto:executivesearch@statearchivists.org)

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