



EAST Program Director

The Program Director is a leadership position within the Eastern Academic Scholars' Trust (EAST, Inc.), an independent, self-supporting 501(c)(3) organization, dedicated to the collaborative effort of academic and research libraries to document, protect, and provide long-term access to their print collections (shared print). EAST is one of the largest shared print programs in the U.S., having over 150 member libraries (currently 116 retention partners and 55 supporting partners), most of which are four-year academic or research institutions. The position, which is part-time, up to 30 hours per week, reports to the EAST Board of Directors.

Responsibilities

The EAST Program Director is responsible for working with the EAST Board of Directors to set the strategic direction for EAST and for overseeing the work of the Program Team to accomplish EAST's goals and objectives. The Program Director ensures that management of EAST is mission-focused, fiscally responsible, transparent, and member-focused. Members of the EAST Program Team report directly to the Program Director.

Specific responsibilities of the position include the following:

- Develop EAST's ongoing strategic directions in conjunction with the EAST Board, based on the program mission, current needs of the community, available resources, and distinct approaches EAST can bring to further the growth of shared print
- Engage with the EAST membership to validate both the strategies and approaches identified by the EAST Board and communicate regularly on EAST's progress achieving these objectives
- Identify the most appropriate tactics and approaches for achieving the aforementioned strategic directions and objectives
- Working with the EAST Board, ensure that EAST's governance, business model, and general operating policies are maximized to achieve the goals and objectives set out in the [strategic directions](#)
- Manage the Program Team to maximize its ability to contribute to the realization of EAST's objectives, taking into consideration the unique skills the team's members bring to EAST, as well as their interests and experience
- Advocate on behalf of EAST and the shared print community for improvements in the infrastructure and workflows of library provider services that further embed shared print in the management of local collections and support identification and sharing of collective collections

- Develop the annual budget for EAST and work with the EAST Treasurer, Finance Committee, and EAST's financial services provider to manage EAST finances
- Along with other members of the Program Team, participate in collection analysis and retention modeling work for new members joining EAST and provide needed resources to aid members that have staffing and budgetary challenges
- Participate (as a non-voting member except in the case of a tie) in EAST Board of Directors' Meetings as requested by the Board President and Clerk, to develop agendas, presentations, and supporting documents for the Board's monthly meetings
- Participate in meetings of the Operations Committee and ad-hoc working groups as appropriate
- Provide regular reports to the Board of Directors on the work of the EAST Program Team
- Work closely with exterior entities, primarily with and through the Rosemont Shared Print Alliance and the Partnership for Shared Book Collections, to collaborate across the shared print community in the U.S. and Canada, in ways that contribute to EAST's goals, further the growth of shared print generally, and demonstrate EAST's leadership in the shared print environment
- Represent EAST in community forums and events and meetings of professional organizations, including the Print Archive Network (PAN) Forum and meetings and/or conferences held by professional associations.

All of the above work will be undertaken in an environment that cultivates successful collaboration across the EAST membership in support of EAST's mission and [value statement](#).

Requirements

- Experience and expertise in working with consortia, preferably library consortia in higher education
- Experience and expertise with community stewardship
- Understanding of shared print and collective collections and the role they play in the management of local library collections
- Experience with managing large projects at scale (i.e., project management)
- Experience in grant writing and obtaining funding from foundations and/or government agencies
- Experience in creating and managing budgets for non-profit organizations
- Thorough understanding of the landscape of academic and research libraries in the U.S.
- Basic understanding of the ecosystem of providers of library services, particularly metadata services, integrated library systems, and resource sharing services
- Experience with personnel management, particularly with virtual teams
- Familiarity with current issues in scholarly communications and collection management
- Excellent communications skills, demonstrated across various stakeholder communities

- Commitment to collaboration and transparency
- Commitment to organizational diversity and inclusivity

Qualifications

- Bachelor's degree required
- MLS or other advanced degree (combined with relevant library experience) preferred

Compensation

Anticipated annual compensation of \$100-120k for a range of 25 to 30 hours, dependent upon experience and qualifications. Most work will be remote, with occasional travel to attend professional meetings and conferences. Benefits paid will include a stipend to be used towards private health insurance, vacation leave, and paid sick leave, with the final salary and benefits package to be negotiated with the hiring committee.

More About EAST

EAST is a 501(c)(3) organization incorporated in the state of Massachusetts.

For more information, please see www.eastlibraries.org.

EAST is an equal opportunity/affirmative action employer and welcomes applicants from diverse backgrounds. All qualified persons are encouraged to apply, regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, HIV status, marital or domestic partner status, or religious affiliation.