Business Development and Finance Director

The Westport Library has undergone an exciting transformation that is taking the organization into the 21st century and beyond. Dramatic in its redesign, the new space is unparalleled in its ability to adapt and shift with the ever-changing needs of the community. We are seeking a high energy and entrepreneurial Business Development and Finance Director with 10 years’ relevant experience who is passionate about entrepreneurship and who will leverage their creative potential in order to create greater value for the Library and for our community and help build the Library of the future.

The Director has oversight of the Finance function and will be tasked with supporting efforts to maximize the return on investment of current key library initiatives including our newly designed Audio, Video and Post-Production Studios. He/she will also play a significant role in helping to identify, select and support new growth opportunities for the Library.

This is a senior leadership position and the responsibilities will evolve as the strategies of the Library evolve. Here are a few of the areas of responsibility at different times.

Responsibilities:

- Working with colleagues, develop and implement plans to drive maximum profitability of existing business initiatives
- Identify new business opportunities, conduct market research in support of these identified opportunities, and build out financial models to define the potential impact while also taking account of organizational requirements and strategic aims
- Help embed initiatives/business propositions across the organization;
- Bring an analytical foundation to all work; partner across the organization to create initiative-specific analytics; and use data to derive actionable insights that drive the brand strategy
- Ensure the Library has the optimal policies, practices, controls, and systems in place around its financial resources.
- Help with oversight and preparation of annual budget, including forecasting and projections.
• Lead, motivate and mentor direct reports, including communicating clear expectations, setting performance objectives, providing regular and timely constructive feedback.
• Oversight of Capital Planning and Construction.
• Liaise with Town and other government entities.
• Oversee a robust internal forecast program to ensure forecast accuracy
• Lead, motivate and mentor direct reports, including communicating clear expectations, setting performance objectives, providing regular and timely constructive feedback
• Liaise with Town entities in support of Library initiatives
• Apply sound business judgment in leading discussions and problem solving as well as making recommendations on the forward path

Requirements:

• Adept at managing challenging situations and people
• Eager to power innovation
• Cares about delivering great customer experience
• Strong financial planning skills
• Can develop inspiring and practical business plans
• Agility to pivot between diverse teams and business functions and lead with emotional intelligence, curiosity and a truly entrepreneurial mindset.
• Entrepreneurial, strategic, and creative approach to business development – proven ability to spot trends in the marketplace and create successful opportunities in response
• Strong project management skills with the ability to administer multiple projects simultaneously, prioritize workload, and effectively manage resources
• Sound judgment, high level of integrity, professionalism, a positive attitude and a sense of humor
• Proven knowledge of data analysis and performance/operation metrics
• A roll up the sleeves attitude, willing to go from interacting with executives one minute to taking detailed notes the next.
• Deeply strategic thinker with a record of setting and achieving ambitious goals
• Highly collaborative with the ability to balance goals with diplomacy and relationship-maintenance
• Ability to think about achieving organizational outcomes in innovative ways
• Able to work through uncertainty and drive progress while adapting to evolving priorities of the organization
• 5+ years business management experience in entrepreneurial environments
• BSc/BA in Business Administration or relevant field; MSc/MBA preferred

Send resume and cover letter to jobs@westportlibrary.org. Please include the position title in the subject of the e-mail.