



CEO Confidential Position Profile

Location: Austin, Texas

Reports to: Texas Book Festival Board of Directors

Organization Overview

Founded in 1995 by Laura Bush (a former librarian and then First Lady of Texas), Mary Margaret Farabee, and a dedicated group of volunteers, Texas Book Festival (TBF) set out to honor Texas authors, promote the joys of reading, and benefit the state's public libraries. The Festival, held each fall in and around the majestic State Capitol in downtown Austin, is now one of the nation's premier annual literary events, featuring 300 authors of the year's best books and drawing 50,000 book lovers. More than 50 volunteer committee chairs and 1,000 volunteers help make the annual Festival Weekend possible.

Since its founding, TBF has donated more than \$3 million to Texas public libraries and donated more than 150,000 books to students in Title I schools through its Reading Rock Stars and Real Reads programs. TBF also presents Lit Crawl Austin and year-round literary programming.

TBF's First Edition Literary Gala raises significant funds for TBF's annual operating budget of more than \$2 million. The Texas Book Festival is a 501(c)(3) nonprofit organization with nearly 10 members on its professional team. TBF proudly presents the Festival free of charge, thanks to the generous support of corporate sponsors, foundations, and individuals who believe in the power of reading to change lives. For more information, visit www.texasbookfestival.org

Position Summary

The CEO will champion TBF's mission to inspire Texans of all ages to love reading. The successful candidate will be an extremely capable executive leader, piloting TBF through its next chapter of growth with strong business acumen, deep understanding of non-profit development, and ability to successfully develop relationships with TBF's staff, volunteers, and new and existing supporters of the Festival.

Literacy is at the heart of TBF's mission, so the CEO will be a dedicated reader with deep contextual understanding of the importance of humanities and cultural arts. As the public face of TBF, the CEO will be comfortable interacting and communicating TBF's mission with the board, readers, writers, educators, donors, sponsors, government officials, the media, and more.

The CEO will be responsible for managing TBF's budget, as well as the day-to-day operations of the organization. The successful candidate will work with the board to develop and update strategic planning for TBF. The CEO will have a close working relationship with the board of directors, helping to develop the board's engagement with partners and major donors.

Executive Qualifications and Requirements

- Bachelor's degree required. Advanced degree preferred.
- At least five years in an executive role with a significant non-profit organization. At least five years in key leadership of an organization with an operating budget of \$5 million or more.
- Connection to and alignment with the cultural arts community; deep understanding of the importance of literature and other cultural arts in society.
- Outstanding skills in communication and a proven ability to drive board development, business development, and fundraising. Strong focus on external networking and community-building.
- P&L responsibility with thorough understanding of business, management, administration, planning, and accounting principles and techniques.
- Demonstrated executive-level leadership, problem-solving, and planning capabilities around an annual budget.
- Knowledge of the non-profit grantmaking process and the ability to supervise the process.
- Good management skills to develop the TBF team, allowing and empowering autonomy.
- Demonstrated commitment to diversity, inclusion, and equity in addressing the TBF community. Proven ability to work effectively with diverse team members, community groups, and other stakeholders.
- Excellent verbal, written, and interpersonal communication skills.
- Strategic thinker. Ability to develop and implement short-term operational and long-term strategic plans and goals. Innovative thinking that also honors the importance of tradition.
- Multi-lingual preferred.

Desired Personal Traits

- Passion for the mission of TBF. Ability to motivate others to be champions of TBF's strategies and strategic initiatives.
- Authentic and transparent management principles.
- Integrity and honesty.
- Good stewardship, leadership qualities, and work ethic.
- Adept at serving in a collaborative environment with a small team.
- Able to inspire confidence among staff, board, the general public, and external stakeholders.
- Emotional intelligence – level-headed, flexible, and dependable.
- Able to recognize different personality styles to communicate effectively with all.
- Ability to travel in and out of state to conduct TBF business.

Competitive compensation and benefits commensurate with background and experience.

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All inquiries will be treated confidentially.

Do not contact the Texas Book Festival or its board members directly.