



JOB PROFILE LIBER EXECUTIVE DIRECTOR

November 2025

Main Purpose of the Role

The main purpose of the role of Executive Director is to provide the LIBER organisation with strategic direction and leadership in line with the LIBER vision, to implement LIBER's Strategy and to serve LIBER libraries both directly and by working with the LIBER Executive Board, LIBER Office staff, the Finance Committee, and Steering Committees.

The Executive Director is expected to be present and active in the European debate on the future direction of research libraries and is responsible for taking initiatives, developing plans, liaising with other organisations and seeking funding and support in order to establish strategic partnerships with European organisations.

A central purpose of the post of Executive Director is to make LIBER more visible, and to stimulate, inspire and co-ordinate its activities both among LIBER libraries and at a European level.

Main Responsibilities

1. Strategy Development

To guide and coordinate LIBER's Strategy in liaison with the LIBER President and the Executive Board.

To initiate and develop policy initiatives and prepare LIBER Strategy and policy papers for the consideration of the LIBER Executive Board, and at the request of the President.

To develop the LIBER organisation in line with the future strategic goals set out in LIBER's Strategy.

To actively work with the Chairs/Secretaries of LIBER's Steering Committees and Working Groups to deliver LIBER's strategic objectives.

To liaise closely with the LIBER President as Chair of the LIBER Executive Board regarding LIBER's strategic and operational needs.

2. Networking Activities within the EU

In conjunction with the LIBER President, to act as the first point of contact between LIBER and the European Commission, principally with DG Internal Market and Services (MARKT), DG Connect, DG Research & Innovation and DG Education and Culture (EAS).





In conjunction with the LIBER President, to work in close partnership with key stakeholders, including the following list (but not limiting to) LERU, Science Europe, European University Association (EUA) and LIBER's strategic partners.

To identify future opportunities for funding and to contribute to the compilation and submission of EU bids.

To attend EU meetings and consultations to represent LIBER libraries.

3. Advocacy and Policy

To lead LIBER's advocacy and policy campaigns at a European level.

To liaise with European Commission representatives as the principal targets for LIBER's advocacy and policy campaigns.

To liaise with other associations and stakeholders in coordinated advocacy and policy campaigns.

To identify and develop key policy areas for LIBER and LIBER's research libraries.

To initiate position and discussion papers in support of LIBER's advocacy and policy campaigns.

4. Administration and Management

To oversee the financial management of LIBER and prepare the budget and reports for the LIBER Executive Board and Finance Committee in line with the strategic direction from the Treasurer on all financial matters.

To take overall responsibility for the timely and accurate preparation of the LIBER Annual Report and Accounts, and all financial documentation as LIBER is required to provide.

To identify funding opportunities to support the organization.

To develop and maintain an effective investment plan for LIBER, including investigating ways of raising additional funding from sponsorship and grants, in close liaison with the LIBER Treasurer; and liaising as and when required with LIBER's accountant, bank(s) and other financial support services.

To lead the effective operation of the LIBER Office and LIBER Foundation, offering high quality support services to the LIBER Executive Board and LIBER Participants.

To line manage all staff employed in the LIBER Office including probation and annual appraisals/evaluations; and to be responsible for overseeing their continuous professional development.

To liaise with the Secretary-General over matters concerning the smooth operation of LIBER Executive Board and Finance Committee meetings, and the annual Meeting of Participants.

5. LIBER Participation (i.e. Membership)

To establish and maintain positive links with LIBER Participants.



To take a lead in recruiting LIBER Participants.

To contribute to the organisation of national/European/international events which support LIBER's libraries.

6. LIBER Events and Programmes

To act as Coordinator for the Conference Programme Committee for the annual conference, chaired by the LIBER Vice-President (propose keynote speakers, invite keynote speakers, coordinate the review process, inform authors of the acceptance/rejection of papers).

To be responsible for the LIBER Conference Programmes (both Winter Event and Annual Conference), evaluate the success of LIBER Annual Conferences and present this information to the Executive Board and Conference Programme Committee.

To liaise closely with the host organisations of the LIBER Conferences and Working Groups for the Architecture Seminar, the Leadership Programmes and the LIBER Journées.

7. Sponsorships

To oversee and develop LIBER's sponsorship portfolio, in collaboration with the LIBER Executive Board, and the LIBER Finance Committee.

To initiate contact with new sponsors, and/or work with Executive Board members on such contacts.

To negotiate sponsorship packages in line with LIBER's sponsorship framework.

To nurture and sustain LIBER's relations with all its sponsors, and to be the first port of call for any questions sponsors may have.

8. General

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post-holder.

The Executive Director will report directly to the President of LIBER and will also work closely with the LIBER Executive Board (especially with the Vice-President, Secretary-General and Treasurer and Steering Committee Chairs).