



The Insurance Library

Research • Education • Engagement

October 2026

Job Position:	Executive Director
Organization:	The Insurance Library Association of Boston
Hours:	Full-Time. In-office or hybrid
Compensation:	Salaried (plus discretionary bonus) commensurate with qualifications and experience
Work Location:	156 State Street, Boston, Massachusetts 02109
Reports to:	Library President & Board Chair

We are seeking an experienced, strategic, and enthusiastic professional to lead this historic institution as it continues to evolve and fulfill its mission and vision. This role is ideal for an experienced leader who would enjoy working in a small, dynamic organization where flexibility, attention to detail, and teamwork are valued.

ABOUT THE LIBRARY

The Insurance Library is a 139-year-old nonprofit organization based in Boston. Its mission is to provide members of the insurance, risk management, financial security, and legal communities, and the public, with high-quality educational programs, opportunities for engagement and networking, and unique research resources and services. Its vision is to be recognized as the preeminent nonprofit provider of such educational programs and other services, build upon its unique position as a hub for networking and engagement, and continue to expand its reach nationally. More information about the Library is on the Library's website at www.insurancelibrary.org.

POSITION OVERVIEW

The Executive Director serves as the Library's chief executive and public face of the organization, providing strategic leadership, financial and operational oversight and management, and external representation. The Executive Director works collaboratively with the Board of Trustees and Library officers to set priorities, manage resources, and ensure mission alignment and fiscal prudence.

The Library is a small organization with a dedicated and enthusiastic staff of two people reporting to the Executive Director, so this is a deeply hands-on role. All employees occasionally assist with projects and events outside their principal responsibilities. The ideal candidate possesses the mindset to pitch strategic visions to the Board or fundraising pitches to donors, alongside the practical willingness and ability to tackle nitty-gritty daily tasks to get things done; someone who is equally comfortable working with financial statements and preparing an annual budget as they are supervising staff or speaking at a public event.

PRINCIPAL RESPONSIBILITIES

Executive Leadership, Board Relations, and Governance

- Lead the Library in fulfilling its mission and achieving its vision, ensuring alignment between daily operations and long-term strategy.
- Collaborate with the Board on strategy and policies.
- Encourage board engagement with timely updates on key programs, events, and fundraising activities; support board development by assisting in recruiting new board members.

- Serve as Clerk of the Library corporation and as Secretary of the Board of Trustees.
- Work closely with the President & Board Chair, essentially serving as that person's Chief of Staff.
- Serve as an ex officio, non-voting member of all Library standing and ad hoc committees, and as a voting member of the Insurance Professional of the Year Award Selection Committee.
- Collaborate with committee chairs; prepare materials for, and minutes regarding, committee meetings.
- Prepare materials for, attend, and assist in managing the annual membership meeting and semi-annual or special Board meetings.
- Oversee annual Conflict of Interest disclosure process for Library board members and employees.
- File and update required Annual Report with the Massachusetts Division of Corporations.

Financial Oversight and Management

- Oversee all aspects of revenue and expenses, managing cash flow and ensuring fiscal responsibility, appropriate financial controls, and compliance with legal and accounting requirements and best practices.
- Constant focus on maximizing program and fundraising revenue and controlling expenses.
- Supervise Accounting & Administrative Specialist and have sufficient proficiency with QuickBooks to do minor bookkeeping tasks in that person's absence.
- Serve as payroll administrator, including monitoring of PTO accruals and use.
- Develop annual budget in conjunction with Treasurer and Finance Committee and monitor budget-to-actual performance.
- Work with Investment Committee and serve as primary point of contact for bank and brokerage firm holding endowment and other investment accounts.
- Work closely with Accounting & Administrative Specialist to compile material for annual audit; serve as primary point of contact with auditor; assist in preparing, approving, and filing required IRS Form 990 and Massachusetts Form PC.
- Prepare and file annual Form 3ABC with City of Boston to maintain property tax exemption.

Fundraising Management

- Oversee and manage all fundraising activities, including annual fund drive and the fundraising aspects of the Insurance Professional of the Year Award Gala and the biennial scavenger hunt, from initial solicitation to recognition of donations.
- Ensure that accurate, IRS-compliant thank you letters/emails and tax receipts are issued for all donations.
- Maintain relationships with existing donors (including appropriate communication and recognition of donations), and identify, cultivate, and build relationships with new donors.
- Encourage trustee participation in identifying and soliciting new annual fund, major gift, and capital gift donors and IPYA gala sponsors.
- Prepare annual Donor & Sponsor Report to recognize donors (and others providing financial support through Library programs).

Membership Management

- Maintain relationships with members, identify and cultivate new members, promote benefits of Library membership, use effective communications to drive membership retention and engagement with Library programs, and oversee dues process.

Oversight of Education Programs & Engagement Events

- Supervise the Education & Event Coordinator and be prepared to do tasks in that person's absence.
- Oversee the development, marketing, management, and delivery of all education programs.
- Oversee the non-fundraising aspects of the IPYA Gala and biennial scavenger hunt, promoting the events as engagement and networking opportunities, and strategizing for optimal event execution.
- Strategize to improve presentation of existing programs and events, to create and develop new programs and events, and to engage a larger pool of participants.
- Maintain existing collaborative relationships and events with other professional organizations in the insurance, risk management, and legal communities, and seek other such opportunities.

Marketing and Communications Management

- Oversee or directly execute marketing efforts and materials.
- Maintain consistent branding, voice, and quality of writing across all communication and marketing platforms, including newsletters, website, LinkedIn, and publications.
- Ensure regular stream of newsletters and other communications to promote Library programs and events and maintain engagement with Library constituents.
- Represent the Library in public forums, including industry organization meetings or pertinent conferences, and seek opportunities to advocate for the Library and elevate visibility.

Operations, Staff, and Facility

- Oversee day-to-day Library operations, ensuring efficient processes, staff alignment, and execution of staff responsibilities.
- Manage subscriptions for print or digital publications, databases, and software applications; manage insurance and equipment and communications contracts or leases.
- Oversee research and general library work by Sr. Research Librarian.
- Manage and work alongside staff, fostering a collaborative and productive work environment.
- Provide feedback to staff and evaluate staff performance.
- Handle miscellaneous administrative and operational tasks as needed.
- Oversee Library facility, coordinating with condominium trustees and building manager.
- Oversee Library IT and equipment and coordinate with outside IT support vendor as needed.

Although the above description is intended to be comprehensive and detailed, it is not necessarily all-inclusive and the position might require other duties.

QUALIFICATIONS

Required (Minimum Criteria):

- **Education:** Four-year college degree from an accredited college or university.
- **Industry and Leadership Experience:** Minimum ten years of insurance-related or non-profit organization experience, including at least five years of management and leadership responsibilities.
- **Financial Management:** Proven experience managing budgets and understanding basic financial statements such as a statement of activities (P&L). Experience with revenue generation.
- **Fundraising:** Experience with fundraising. This role requires being comfortable “making the ask” for donations and sponsorships.
- **Communication:** Exceptionally strong written, oral, and interpersonal communications skills.
- **Tech:** Functional proficiency with standard applications or cloud-based software such as Microsoft Office (Outlook, Word, Excel) and Adobe Acrobat, and basic familiarity with business tools such as QuickBooks and Zoom or Teams.
- **Mindset:** A flexible, “no task is too small” attitude and the ability to learn new skills to get things done. Excellent attention to detail. Comfortable working in a small office setting.

Preferred (Highly Desirable):

- **Advanced Credentials:** Graduate degree in law (J.D.) or business (M.B.A.) or a recognized insurance-related professional designation (*e.g.*, CPCU, CLU, or ARM) or non-profit designation (*e.g.*, CNP, CNE, or CFRE.)
- **Non-Profit Finances:** Experience with, or understanding of, non-profit financial principles and accounting.
- **Governance & Operational Management:** Experience reporting to a board of directors, board of trustees, or executive or management committee.

Compensation and Benefits

- Competitive non-profit sector salary and discretionary bonus commensurate with qualifications and experience.
- Paid parking.
- 30 days PTO.
- Generous paid holidays (typically 14-16 annually).
- 401(k) matching.
- Group disability and life insurance.

To Apply

To apply, please submit your résumé, cover letter, and any salary requirements to jobs@insurancelibrary.org.