

Executive Director

JBI Library

New York, NY

Salary: \$200,000-250,000

BACKGROUND

The Organization

Founded in 1931 as The Jewish Braille Institute, JBI Library is a nonprofit organization committed to connecting people of all ages and backgrounds who are blind, have low vision, or are print disabled to Jewish life. JBI Library does this through a vast circulating library, liturgical texts, customized materials, cultural offerings, and in-person and remote programming. Their work is focused on providing their patrons with access to the rich literary, cultural, and religious life of the Jewish community. They create, publish, and distribute thousands of Jewish-interest materials in audio, braille, and large print that are provided free of charge and sent directly to their patrons' doorsteps.

JBI Library is committed to increasing accessibility and inclusion and meeting each of its patron's needs, whether they are an individual born with blindness, low vision or print disability or someone adjusting to vision loss later in life. In all cases their goal is to ensure that their patrons can fully participate in all aspects of Jewish life and feel connected to their heritage, culture, and community. In addition to serving individuals directly, JBI Library also provides materials to groups and organizations to help them meet the accessibility needs of their communities.

For more information, please visit www.JBILibrary.org.

The Position

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic, financial and operational responsibility for JBI's staff, programs, execution of mission and continued growth. We are looking for someone with passion and dedication to their mission who will propel JBI forward with a compelling vision and both strategic and operational ability to lead the organization, raise additional funding and awareness, and connect with other organizations in the accessibility space. The ED will be an effective relationship builder and spokesperson for JBI. This individual will need to work effectively with a diverse group of individuals and organizations to create connections that enhance JBI Library's effectiveness and impact.

Year Founded	Budget Size	# staff	Direct Reports	Network
1931	\$4M	23	5	10,000+ with 3500 unique patrons per year

Leadership and Management

- Provide strategic direction and execute on JBI's strategic plan; work with staff and board on a roadmap for existing and future programs and activities.
- Mentor and supervise staff, including leading and continuing to develop JBI's senior management team.
- Actively engage and energize JBI's volunteers, board members, patrons, partnering organizations and funders.
- Support and engage JBI's board of directors and build board involvement with strategic direction; provide board with ongoing updates on the resources needed, and the changes required to achieve organizational goals.
- Ensure consistent quality of finance and administration, fundraising, operations, communications, and information systems.
- Work with leadership team to identify and expand revenue generating activities and other creative means of continuing to ensure a balanced budget, and income growth to support the strategic plan.
- Foster a mission-driven and collegial workplace culture, centered on collaboration, open communication, excellence, and accountability to deliver high-quality services.



Community Engagement

- Develop relationships with other leaders and organizations in JBI's networks, including libraries, organizations that serve individuals with blindness, low vision and print disability, Jewish social service agencies, and others.
- Identify and build new partnerships to expand JBI's reach and work collaboratively with local, national and international organizations to leverage JBI's outreach efforts.
- Develop partnerships with publishers of Jewish materials.
- Present at community events both locally and across the country.

Fundraising and Communications

- Work closely with the development team to expand fundraising activities to support existing program operations, and fund new programs and resource requirements.
- Work with the leadership team to deepen and refine all aspects of communications to promote and execute the library's programs and services.
- Be a regular spokesperson for JBI, both in writing and through interviews, presentations and other means.

ROLE OVERVIEW (cont.)

Patron Engagement and Programming

- Ensure that our patrons' needs are met while continuing to explore and develop new services, and expand JBI's work into new markets and with new patrons.
- Build on our outreach efforts to develop a broader and deeper network of engaged patrons.
- Ensure programmatic excellence and rigorous program evaluation.
- Ensure the continued technological advancements needed to provide patrons and others with ease of access to our materials and programs.

THE IDEAL CANDIDATE

The ideal candidate for the Executive Director position will possess the following key qualifications:

Drives Vision and Purpose Painting a compelling picture of the vision and strategy that motivates others to action.	Strategic Mindset Seeing ahead to future possibilities and translating them into breakthrough strategies.	Action Oriented Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
Builds Effective Team Building strong teams with a strong identity that apply their diverse skills and perspectives to achieve common goals.	Builds Networks Effectively building formal and informal relationship networks inside and outside the organization.	Communicates Effectively Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

THE IDEAL CANDIDATE (cont.)

Additional Qualifications

- At least 10 years of increasingly senior experience in a nonprofit organization, with the proven ability to coach staff, manage and develop high-performance teams.
- Ability to set, monitor, and achieve strategic objectives.
- Strong business and financial acumen, with an eye towards financial planning and growth.
- Past success working with a board of directors, with the ability to cultivate board member relationships.
- Strong marketing/public relations and fundraising experience with the ability to engage and enlarge the pool of a wide range of stakeholders and funders.
- Strong written and verbal communication skills; a passionate spokesperson.
- Excellent interpersonal skills and ability to work effectively in collaboration with diverse groups of people.
- Unwavering commitment to developing and implementing quality programs, with data-driven program evaluation.
- Entrepreneurial, adaptable, innovative, and creative problem solver with a sense of idealism, integrity, positive attitude, and self-direction.
- Genuine passion and interest in working with the community JBI serves, and in connecting people with low vision or print disability to Jewish life.
- Experience working with individuals who are blind, have low vision or print disability a plus.
- Passion for books and promoting literacy, lifelong learning, and community engagement.
- Knowledge of Jewish culture, literature, history and/or liturgy is important but could be learned.

WHO IS JBI LIBRARY

Work Environment

JBI Library is located in Manhattan (Midtown East). The regular hours are 9:00 a.m.– 5:00 p.m., Mondays-Fridays, with 4 days on-site. Some travel, evening and weekend work required.

JBI's Commitment to Diversity, Equity, & Inclusion

JBI is an equal opportunity employer. The organization celebrates diversity and is committed to creating a supportive and inclusive environment for all employees. Individuals who are blind, have low vision or print disability are encouraged to apply and should contact Natalia Kepler (nkepler@drgtalent.com) if they require any accommodations to do so.

COMPENSATION AND BENEFITS

Salary

\$200,000-250,000. This is an exempt position.

Benefits

Benefits include employer-paid individual health and vision insurance through Oxford/United Healthcare; dental insurance through Guardian; retirement savings account including employer match of up to 2%; a continuing education reimbursement; and a generous paid leave policy including 16 paid holidays.

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#) to submit a resume and cover letter. All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by February.

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[Submit an application](#)