



**Enabling access to Jewish life
through audio, braille, and large print texts**

Chief Operating Officer Position

Organization

Founded in 1931, JBI (Jewish Braille Institute) is a non-profit organization that enables people of all ages and backgrounds who are blind, have low vision, or are print disabled to connect to and participate fully in Jewish cultural, literary, educational, religious, and communal life. It is committed to increasing accessibility and inclusion by creating, publishing, and distributing to individual patrons and partner organization Jewish-interest materials in audio, braille, and large print. For more information, please visit www.jbilibrary.org.

Position

JBI has recently completed a strategic plan which emphasizes the ways in which JBI can increase its ability to serve its current and future constituents and to expand its reach and impact in the Jewish community and in the community that serves people who are blind, visually impaired, physically handicapped, or reading disabled.

JBI is seeking a mission-focused, strategic, and pro-minded leader with relevant experience to help JBI meet its strategic goals, improve, and manage performance, strengthen culture, and advance JBI's outreach efforts. The Chief Operating Officer ("COO") must be a leader who can help others at JBI deliver measurable, cost-effective results that make its strategic initiatives a reality.

The successful COO will have the skills, sensitivity, and personal confidence to tap into the potential that each member of the team brings to this mission. COO will be part of a four-person management team that includes the Executive Director, the Director of Development and Engagement, and the Chief Financial Officer. As such, the COO will engage with and support the work of the library, production and circulation and studio departments (which will not report to the COO).

Responsibilities

Reporting to the Executive Director (“ED”) of JBI, the COO will lead key internal operations and will have the following responsibilities:

- Partner closely with the ED to support the strategic plan recently approved by the Board and implement new processes and approaches to achieving it.
- Serve as the leader of the organization regarding:
 - Human Resources
 - Lead the performance management process.
 - Help establish a shared set of written values of JBI within the organization and cultivate them into all that JBI does.
 - Instill a human capital development and “coaching” culture within JBI; upgrade human resources functions including training, development, compensation and benefits, employee relations, performance evaluation and recruiting.
 - External Identity
 - Identify demographic and geographic growth opportunities and priorities, including developing connections with professionals and other organizations who serve the same or overlapping populations.
 - Communicate the JBI brand and strategy both internally and externally including sharing the responsibility to represent JBI at conferences, events, and programs.
 - Coordinate outreach: Manage two part-time outreach consultants and help define what they do and how their performance is measured.
 - Program Support
 - Develop and institute key performance indicators and measure productivity and impact.
 - Participate with colleagues in the development of innovative programs and design of internal processes to achieve their goals.
 - Create a robust volunteer program, beyond the volunteer studio program already in existence, including recruitment, communications, and support.
 - Technology
 - Working with technology consultants (and/or staff), implementing the information technology and financial systems needed to support the growth of specific programs and the organization overall.

- Ensure that the staff fully utilizes available technology, and that JBI continues to upgrade and use technological advances that are available and helpful to our work.
- Supervise the data management staff.
- Facilities management
 - Serve as liaison to building management company.
 - Evaluate use of space and make recommendations regarding improvements.
 - Supervise two maintenance workers (currently part time)

Key Qualifications

The successful candidate must believe in JBI's mission as described above. The candidate should demonstrate a passion for strengthening, developing, and encouraging organizational and individual growth.

The successful candidate will have management experience with a for-profit or not-for-profit organization.

Additional requirements are:

- Proven record of accomplishment of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment.
- High level of business acumen and common-sense decision-making with imperfect or incomplete information.
- The ability to balance the delivery of programs against the realities of a budget.
- Experience in project management, problem solving and creative resourcefulness.
- Strategic Vision and Agility: ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan.
- Capacity Building—ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly.
- Leadership and Organization- capacity to enforce accountability, develop and empower leaders from the bottom up, cultivate entrepreneurship, and learn the strengths and weaknesses of the team to put people in a position to succeed.
- Action Oriented—enjoys working hard and looks for challenges; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.
- General Management—thorough understanding of finance, systems, technology, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing.

- Solid educational background—undergraduate degree required; advanced learning in one or more of the areas of responsibility desired.
- Knowledge of Jewish customs and practices is a plus, as is familiarity with Braille and/or audio book recording.
- Knowledge of and experience with working with individuals who are blind, low vision or print disabled a plus.
- Experience in an educational institution or a library is a plus.

Compensation

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a special organization. We are seeking an individual of outstanding quality with a respected record of accomplishment. JBI is prepared to offer an attractive compensation package, including a base salary of between \$ 125,000--\$ 145,000 depending on experience, as well as health, 401(k), and vacation benefits. Note, this position will require the individual to be in the office Mondays through Thursdays for an extended 4-day work week, and not on Fridays, Jewish, or Federal Holidays.

For more information, please send a cover letter and resume to COOsearch@jbilibrary.org. No phone calls accepted.