

Recruitment Profile
for

Executive Director, Los Angeles Programs



Braille Institute
Los Angeles, CA

April 2019

LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY

POSITION DESCRIPTION

Title: Executive Director, Los Angeles Programs

Organization: Braille Institute (www.brailleinstitute.org)

Reports to: Vice President, Programs & Services

Location: Los Angeles, CA

ORGANIZATION OVERVIEW:

Founded in 1919, Braille Institute is a non-profit organization that has been positively transforming the lives of those with sight loss for 100 years. Braille Institute offers hundreds of programs and services, all free of charge, at centers and community locations in Southern California. Each year, Braille Institute serves over 37,000 people of all ages and demonstrates that vision rehabilitation is a beginning, not an end.

Braille Institute services are provided at seven centers (Los Angeles, Anaheim, Rancho Mirage, San Diego, and Santa Barbara, Laguna Hills, and Riverside) and 300 community outreach locations throughout Southern California. Braille Institute also operates an award-winning library and has an information-rich website.

Braille Institute is funded almost entirely through private donations. Generous donors and dedicated efforts by over 1,100 volunteers enable staff to provide programs and services without charge. The ratio of volunteers to staff – approximately 6 to 1 – creates an environment to serve an ever-growing number of people who are experiencing sight loss.

Braille Institute has an annual operating budget of approximately \$23 million and is funded almost entirely through private donations. During the previous 10 years, the Institute has averaged \$18.6 million in annual Total Public Support, with approximately 70% of donations coming from bequests, followed by individual and institutional gifts.

Braille Institute provides a number of National Programs that extend its reach across the country. The Braille Challenge, a literacy competition for students ages 6-19, and Special Collection, a program that delivers free braille books to children have a national reach. Programs like Cane Quest, regional white cane travel competitions for students in grades 3-12, are quickly growing. Braille Institute also offers comprehensive adaptive technology training programs to help clients develop their skills and realize their goals, whether they are academic, vocational, social, or information related.

For more information on Braille Institute, please visit www.brailleinstitute.org.

THE POSITION:

Reporting to the Vice President of Programs & Services, the Executive Director of Los Angeles Programs is responsible for the administration, programs, and operations of the Los Angeles Regional Center. She/He/They will be the principal program leader of Braille Institute's flagship Los Angeles center which provides high quality services, programs, and classes to its blind and low vision clients throughout Los Angeles County. This Executive Director will be responsible for providing leadership and vision in order to achieve goals and objectives and meet the needs of the visually impaired within the region.

PRIMARY RESPONSIBILITIES:

Program Management

- Collaborates with the Vice President of Programs & Services in developing and monitoring program objectives, goals, and plans for the Center;
- Regularly and systematically evaluates the results of overall program operations, and reports results to the Vice President of Programs & Services;
- Uses performance and statistical data to engage staff in strategic thinking and decision making;
- Oversees the design and implementation of new programs, projects, and initiatives;
- Provides oversight, guidance, and coordination for all Center programs;
- Oversees all services and classes offered by the Center;
- Evaluates the effectiveness of programs and services to ensure continued quality of service is provided to clients;
- Recommends changes and improvements to programs and services as needed;
- Oversees and manages the Efforts to Outcome (ETO) database to produce data on outcomes for grant and client purposes.

Staff Management

- Oversees the hiring, orientation, and training of staff and volunteers;
- Directs staff development and evaluation of staff performance;
- Develops and directs efforts to build staff and volunteer awareness of the organization's values, programs, and services;
- Ensures resources and systems are in place to support the training and continuous learning of staff;
- Directs and motivates staff to achieve outlined goals;
- Recognizes staff and volunteer achievements;
- Manages corrective action issues;
- Reviews and approves attendance of staff.

Financial Management

- Collaborates with the Vice President of Programs & Services in developing and monitoring the Los Angeles Regional Center's program budget;
- Reviews and approves all invoices, purchases, and expense reports;
- Insures maintenance of accurate and timely record keeping, including donation receipts, deposits, and acknowledgement of donated funds;

- Prepares and submits progress reports and statistics to senior management for review.

External Relations

- In collaboration with the Marketing & Communications team, develops and implements plans to promote the Center;
- Establishes and maintains positive business relationships with donors, community leaders, and other allied agencies within the region;
- Educates and builds organizational presence throughout the communities the Center serves;
- Conducts presentations and seminars; represents the Center by way of speaking engagements and public appearances;
- Assists the Braille Institute Los Angeles Auxiliary with local issues or needs, including providing meeting time and space at Center;
- Leads outreach with local communities, providing resources and staff for Auxiliary events held at the Center.

REQUIRED SKILLS & EXPERIENCE:

- Minimum of 7 years of professional experience, including a minimum of 3 years of experience in a management position;
- Strong leadership and staff motivation skills, including proven change management experience;
- Demonstrated knowledge of directing, managing, developing, and implementing programs and curriculum in a non-profit social service/human service agency;
- Well-developed organizational leadership, creative problem-solving, and decision-making skills;
- Experience in tracking measurements, outcomes, productivity, and trends through data and software programs;
- Knowledge of budgeting, monitoring, analyzing and allocating funds;
- Able to present ideas, information, and viewpoints clearly, both verbally and in writing;
- History of effectively managing regional operations;
- Solid familiarity of business operations and budget management;
- Bachelor's degree in a related field strongly preferred; alternatively, a history of equivalent and directly applicable professional experience will be considered;
- Some history and experience in organizations serving people or communities who are differently abled is strongly preferred.

OPPORTUNITY:

Braille Institute is a leader in providing comprehensive programs and support to people with blindness and sight loss. There are still far too many people living with these conditions who don't know about the life-changing services Braille Institute provides. The Executive Director of Los Angeles Programs will join a talented, passionate, and personally vested team of staff and volunteers committed to eliminating barriers to a fulfilling life caused by blindness and severe sight loss.

COMPENSATION:

Braille Institute is offering a comprehensive compensation package inclusive of salary (commensurate with experience) and full benefits. Benefits include: health, dental and vision insurance; three weeks of paid vacation; nine paid holidays; a 403(b) Tax Sheltered Savings (Retirement) Plan and free parking.

CONTACT:

Kevin Chase Executive Search Group has been retained to lead this recruitment effort on behalf of the Braille Institute. We are pleased to answer any questions or supply further information. Inquiries, nominations, or applications (including a cover letter and resume/curriculum vitae) should be directed electronically and in confidence, to:

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All inquiries or referrals will be held in strict confidence.

Please note that all education, dates of employment, compensation and other information provided will be verified prior to an offer of employment.