

RECRUITMENT PROFILE

Title: Center Director, Coachella Valley Center

Organization: Braille Institute (www.brailleinstitute.org)

Reports to: Vice President of Programs & Services

Location: Rancho Mirage, CA (The Coachella Valley Center is currently operating in a temporary location in Palm Desert, pending the completion a new, permanent location in Rancho Mirage)

ORGANIZATION OVERVIEW:

Braille Institute is a Los Angeles–based nonprofit organization dedicated to helping people who are blind or visually impaired live fully and independently. For more than a century, the organization has been transforming lives by providing free programs, services, and support to individuals of all ages and at every stage of vision loss. Today, Braille Institute is building on that legacy with a renewed focus on expanding access, deepening impact, and reaching more people than ever before.

Each year, Braille Institute serves tens of thousands of children, youth, and adults. From low vision care and mobility training to life skills, education, and community-based programming, the organization meets individuals wherever they are in their journey—removing barriers and equipping them with the tools, confidence, and support to navigate a sighted world.

With seven Regional Centers across Southern California, more than 200 community outreach locations, and a growing portfolio of virtual and digital offerings, Braille Institute is evolving how it delivers services—making them more accessible, more flexible, and more scalable. Its nationally recognized programs, including the Braille Challenge and Special Collection, along with widely used digital tools and mobile applications, extend its reach well beyond California.

Supported by a deeply engaged volunteer community and strong philanthropic backing, Braille Institute is well-positioned for its next chapter—one defined by innovation, growth, and an unwavering commitment to expanding opportunities for the people and communities it serves.



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

PROGRAM HIGHLIGHTS

Low Vision Rehabilitation

Supports individuals and teaches clients how to live safely and independently with low vision.

Assistive Technology

Offers instruction and hands-on training for a wide range of mainstream and adaptive technology devices.

Orientation & Mobility Services

Specialists work directly with clients so they can be on the road again either alone, using a white cane, or with a guide dog.

Independent Living Skills

Teaches simple solutions to better manage everyday tasks including personal care, organizing, shopping, cooking, home safety, and maintenance.

Enrichment

Basket Making, Tai Chi, Singing, Keyboard Class, and Knitting instruction, among other activities

Library Services

Braille Institute Library offers over 120,000 titles of audio, large format, and braille books as a member of the National Library Service network.

For a full list of Braille Institute programs, see:
<https://www.brailleinstitute.org/locations/coachella-valley/>

OPPORTUNITY:

With the opening of a new, state-of-the-art facility in Rancho Mirage in the fall of 2026, Braille Institute has a bold vision for its work in the Coachella Valley. This new, permanent home will serve as a community cornerstone for independence, connection, and support for individuals and families living with blindness or vision loss. Leading with its innovative suite of [Low Vision services](#), Braille Institute is creating a world-class Center designed to meet the unique needs of Coachella Valley communities and to ensure that anyone facing vision loss has a clear, supported path forward.

This position offers a unique opportunity to bring new leadership and vision to a growing organization and to make a direct impact on the lives of Coachella Valley residents. The Center Director will join a passionate and skilled team of staff and volunteers committed to eliminating barriers to a fulfilling life caused by sight loss. In this high-impact, high-visibility role, the Center Director will build and steward relationships across the Valley and cultivate partnerships with community, civic, business, and philanthropic organizations to ensure that Braille Institute's life-changing programs and services are available and accessible to all who need them.

REPORTING:

Reports to [Lisa Jimenez](#), Vice President of Programs & Services. Leads a Center-based team of five, including one direct report, a Center Relations Coordinator, and four indirect reports: Occupational Therapist (OT), Certified Occupational Therapy Assistant (COTA), Social Worker, and Customer Experience Associate/Intake Specialist – all of whom also report directly to a Programs & Services team leader. Collaborates with colleagues across Braille Institute's Programs & Services, Facilities, Marketing & Communications, Development, and Volunteer Management teams.

THE POSITION:

The Center Director is responsible for daily oversight and administration of Braille Institute's Coachella Valley Center. The Director will lead the Center's people, programs, and operations with a focus on the following strategic priorities:

- As Braille Institute's representative and ambassador in the region, continue to elevate the organization's visibility and profile through outreach, partnerships, and community engagement

- Oversee daily operations and nurture positive relationships with all internal stakeholders – staff, students, volunteers, vendors, etc. – to ensure the Center operates as smoothly and efficiently as possible
- Expand awareness of Braille Institute’s programs and services in the Coachella Valley with the goal of increasing the number of individuals served at the Center
- Lead and motivate the Center team, fostering a collaborative, high-performing, and mission-driven culture
- Partner with Programs & Services and Development teams to steward relationships with local donors and funders, civic and philanthropic leaders, and other community partners

The Center Director will also play a lead role in the opening of Braille Institute’s new, permanent home (currently under construction) in Rancho Mirage and will help facilitate the transition of programs, services, and staff to the new location – ensuring the new Center is fully staffed, operational, and ready to serve the community when it opens.



PRIMARY RESPONSIBILITIES*:

This position is a broad-based, cross-functional leadership role that requires a combination of skills, experience, and capacity across these key areas of responsibility: **General Management, Community Engagement & External Relations, Operations & Administrative Oversight, Programs & Services Support, and Staff Management & Team Building.**

General Management

- Work collaboratively with the V.P. of Programs and Services to develop and monitor Center goals, plans, and budgets
- Serve as the primary local point of contact for external stakeholders, including civic groups (Chambers of Commerce, Rotary, Lion’s Club, et. al.), government agencies and policy makers, businesses, and partner organizations
- Provide oversight to Center operations, including staff, budget, building use, internal resources, and external providers
- Establish and maintain positive relationships with donors, community leaders, and programmatic partners (including those providing services within the Center)
- Communicate organizational goals and priorities to Center staff, students, volunteers, and other supporters

Community Engagement & External Relations

- In collaboration with Marketing & Communications and Development teams, develop and implement plans to promote the Center and to engage donors, sponsors, and other supporters
- Educate and build organizational presence among the individuals and communities the Center seeks to serve throughout the Coachella Valley
- Create strategy and conduct outreach to develop networks and partnerships that increase program participation, referral sources, volunteer engagement, and local support
- Steward funding relationships in partnership with Development Department team members

- Represent Braille Institute and the Coachella Valley Center through presentations, speaking engagements, and participation in community events

Operations & Administrative Oversight *(in collaboration with Center Relations Coordinator)*

- Review and approve invoices, purchases, receipts, local deposits, and expenses as required
- Ensure maintenance of accurate and timely record keeping, including time, attendance, and expense reporting
- Identify opportunities to maximize the use of Center space and resources through events, rentals, and other revenue-generating activities
- Coordinate use of space at the Center by internal and external groups, including providing staff resources to support events, as necessary
- Coordinate with Facilities team to ensure the safety and maintenance of facilities (including building and grounds) and assure compliance with rules, regulations, documentation, and safety requirements

Program and Services Coordination & Support

- Provide support and collaboration to on-site and community-based programs and services
- In close partnership with Program & Services leadership, assist the local Center team in ensuring programmatic excellence and quality of services
- Partner with staff, program participants, and community members in proactively identifying opportunities to expand, improve, and/or evolve programs to meet community needs
- As the Center's primary external-facing leader in the Region, bring the voice and perspective of community members and partners to the design, implementation, and/or improvement of programs and services

Staff Management & Team Building

- Support and motivate Center staff and volunteers in maximizing productivity and meeting or exceeding goals
- Lead team-building efforts and help to sustain a culture of excellence, inclusion, and client focus
- Manage and supervise direct report(s), including recruiting, hiring, training and development, performance management, and/or corrective action when necessary
- Provide performance feedback and input for all non-direct reports to primary Managers

***[NOTE: It is understood that no single candidate will have equal expertise across all these areas of responsibility. Successful candidates will demonstrate a compelling combination of many of them and the self-awareness and professional maturity to learn new skills and/or to leverage additional resources (internal and external) in areas where they lack personal mastery.]**

CANDIDATE PROFILE:

The Center Director will be an experienced, outgoing, and people-centric leader who combines professional skills and business acumen with the heart and passion required for mission-driven nonprofit work. The ideal candidate for this role will also be an action-oriented manager who enjoys building relationships with external partners, has a natural affinity for engaging others in building community, and thrives on stewarding connections and scaling social impact. In addition to talent for managing and supporting teams to achieve their highest potential, successful candidates for this

role will bring the experience, skills, maturity, and energy to expand the market for Braille Institute's programs and services in the Coachella Valley.

Preferred professional background includes Executive Director/Deputy Director/General Manager or head of Programs, Operations, Community Relations, Partnerships, or Fundraising roles in a similar nonprofit sector, such as voluntary health, social/human services, healthcare, mental/behavioral health, disability services, youth/family welfare, senior services, philanthropy, or community development, or a directly aligned, mission-driven business setting. Regardless of professional history, a personal commitment to improving the lives of those living with blindness or vision loss is critical.

REQUIRED SKILLS & EXPERIENCE (must have):

- Minimum of five to seven years of professional experience, including a minimum of three years in a supervisory position
- Solid knowledge of nonprofit operations and cross-functional work experience that includes programs, operations, community engagement, donor relations, and/or general management



- Excellent organizational, decision-making, and problem-solving abilities
- Strong leadership and staff motivation skills, including the ability to manage in a matrixed reporting structure
- Fiscal management skills and experience in creating, monitoring, and evaluating budgets
- Outstanding interpersonal skills and the ability to connect authentically with a diverse range of internal and external audiences and stakeholders
- Proven ability to creatively network and a history

of building and stewarding mutually beneficial community, programmatic, and/or funding relationships

- Exceptional written and verbal communications skills, including strong presentation and public speaking abilities
- An undergraduate degree or equivalent lived/professional experience in a related field

DESIRED SKILLS EXPERIENCE: (nice to have)

- Previous experience in a nonprofit organization(s) providing direct programs and services to targeted individuals and/or communities
- Knowledge/experience in the Coachella Valley and familiarity with its nonprofit, philanthropic, civic, and/or business communities
- Ability to organize and execute the logistics of events and programs, including materials, information, and people power to optimize efficiency
- History and experience in organizations serving people or communities who are differently abled
- Familiarity with vision impairment and related research, technologies, or treatments
- Bilingual (English/Spanish) abilities are an added plus

PERSONAL CHARACTERISTICS:

- Genuine excitement and passion for Braille Institute’s mission and work, as well as for the communities it seeks to serve
- High levels of self-awareness and professional maturity
- Personal warmth and ability to build trust and rapport with a diverse range of people and groups
- Natural curiosity and genuine interest in engaging with people in various settings and contexts
- Ability to pay keen attention to detail without losing sight of larger objectives
- Self-starter with a bias for action, but also able to work collaboratively with cross-functional teams
- High energy and capacity to manage multiple initiatives at once, and the tenacity to drive Braille Institute’s work in the Coachella Valley

COMPENSATION:

Braille Institute is offering a comprehensive compensation package inclusive of base salary in the \$110,000 to \$120,000 range and full benefits. Benefits include: health, dental, vision, and life insurance; three weeks of paid vacation in the first year; fifteen paid holidays (inclusive of winter closure); and a 403(b) Tax Sheltered Savings (retirement) Plan. Employees can make pretax contributions to the 403(b) plan and are eligible to receive a non-elective contribution of up to 4% of base compensation; Braille Institute also matches up to the first \$2,400 of an employee’s contribution.

TO APPLY:

Kevin Chase Executive Search Group has been retained on an exclusive basis to lead this recruitment effort on behalf of Braille Institute. Braille Institute is an equal opportunity employer. We welcome applications from all qualified individuals without regard to race, ethnicity, religion, gender identity or expression, sexual orientation, national origin, age, disability, or any other protected status in accordance with all applicable federal, state, and local laws.

To apply, please submit a complete resume with full employment history and a cover letter detailing your interest in the position and the professional and/or lived experience you believe make you a uniquely qualified candidate for this role to search@kevinchasesearch.com, or apply directly via our [Jobs Portal](#). Along with these materials, applicants will be asked to respond to a short questionnaire related to the key selection criteria for this position and to complete Braille Institute’s job application form.

Kevin Chase, Managing Partner
Kevin@kevinchasesearch.com

Catie DiFelice, Senior Associate
Catie@kevinchasesearch.com

Kevin Chase Executive Search Group
www.kevinchasesearch.com

All inquiries or referrals will be held in strict confidence.
Please note that all education, dates of employment, and other information provided will be verified prior to an offer of employment.