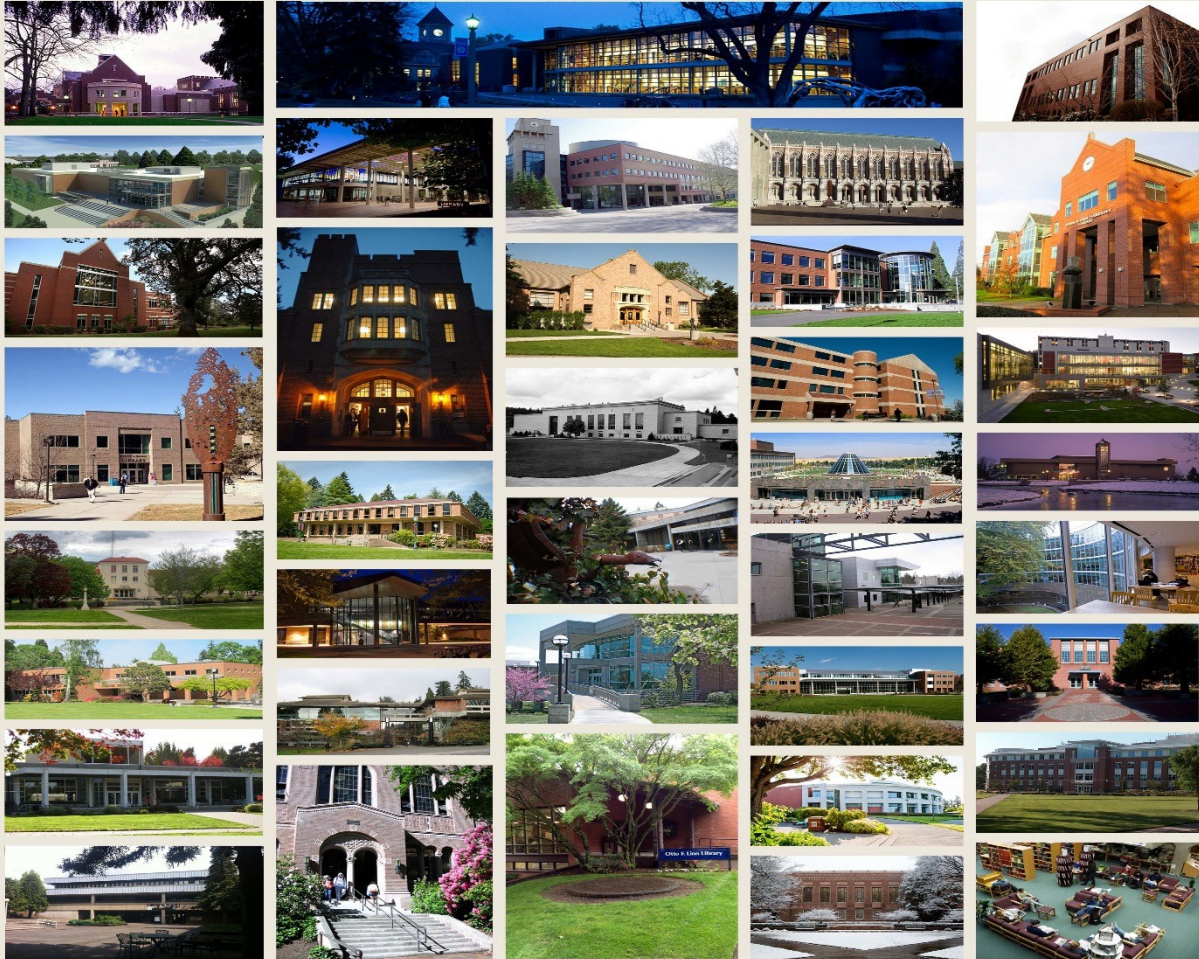


ORBIS CASCADE ALLIANCE



POSITION PROFILE
EXECUTIVE DIRECTOR
JULY 2019



ABOUT ORBIS CASCADE ALLIANCE

The Orbis Cascade Alliance is a nonprofit consortium of 38 colleges and universities in Oregon, Washington, and Idaho. The Alliance, one of the nation's premier library consortia, is governed by an elected Board of Directors and 38-member council of library deans and directors. Activities are organized into five teams: Discovery and User Experience, Resource Sharing and Fulfillment, Shared Content and Technical Services, Systems, and Unique and Local Content. In addition to its members, the Alliance extends services to more than 280 libraries, museums, archives, and historical societies in seven western states. The Alliance employs ten staff members.

The current operating budget of the Orbis Cascade Alliance is \$20.6 million. Of this amount, about \$18.9 million is billed to members and affiliate members and paid to vendors for subscriptions and fees for services, including the electronic resources program, integrated library system, and courier service. Core operations of the Alliance are supported almost entirely by membership dues of just over \$1.5 million, with smaller amounts of income from administrative fees paid by non-members, grants, new member fees, and interest income.

The original Orbis consortium was established in Oregon in 1993, building on the state's long tradition of substantive library cooperation. By the end of 1993, two private colleges with complementary systems became part of the union catalog project. Membership continued to grow in Oregon with nearly all of the private colleges and universities joining the organization by the end of the decade.

In 2003, two existing academic library consortia in the Pacific Northwest, Orbis and Cascade, merged to establish the Orbis Cascade Alliance. Since then, the membership in the Alliance has grown to 38 academic libraries in Oregon, Washington, and Idaho that serve over 275,000 FTE students.

To learn more, visit: <https://www.orbiscascade.org/>

Mission

Orbis Cascade Alliance pushes the boundaries of what is possible in libraries through strategic collaboration in the Pacific Northwest. To advance member institutions, we create and deliver innovative, sustainable, and essential library programs and resources.

Location

The employee may work remotely within the Portland, Oregon or Eugene, Oregon metro areas, or work from our Eugene, Oregon office. The Executive Director spends time traveling to member libraries and participating in conferences and workshops related to Alliance programs.

MEMBERS

Central Oregon Community College
Central Washington University
Chemeketa Community College
Clackamas Community College
Clark College
Concordia University
Eastern Oregon University
Eastern Washington University
George Fox University
Lane Community College
Lewis & Clark College
Linfield College
Mt. Hood Community College
Oregon Health & Science University
Oregon Institute of Technology
Oregon State University
Pacific University
Portland Community College
Portland State University
Reed College
Saint Martin's University
Seattle Pacific University
Seattle University
Southern Oregon University
The Evergreen State College
University of Idaho
University of Oregon
University of Portland
University of Puget Sound
University of Washington
Walla Walla University
Warner Pacific College
Washington State University
Western Oregon University
Western Washington University
Whitman College
Whitworth University
Willamette University

STRATEGIC PLAN & PRIORITIES

The Alliance has a Strategic Agenda to advance its mission and vision. There are four areas of emphasis:

1. Strengthen Member Institutions

- Build member staff capacity to address challenges through innovative practices
- Maximize return on member investment through shared systems and resource purchase/licensing programs
- Coordinate and leverage expertise within individual member institutions for shared benefit

2. Improve Access to Information

- Implement programs to increase access to physical and digital collections across member institutions
- Enhance equitable access to information by curating, disseminating, and improving discoverability of both unique and existing content
- Catalyze a more open and sustainable scholarly communication system that prioritizes high-quality resources that are open, free, or low-cost

3. Inspire Knowledge Creation

- Partner in the creation of high-quality research, scholarship, and curricula
- Develop infrastructure and expertise to support the dissemination of newly created or adapted information resources
- Curate physical and digital collections that foster diversity and inclusiveness in research, scholarship, and teaching

4. Equip Students for Success

- Contribute to students' ability to navigate an information-rich environment as literate information users and creators
- Create, disseminate, and preserve the information resources needed to enhance student learning, scholarship, and creative activities
- Reduce student financial pressures by promoting and supporting open and affordable resources

The Alliance Board of Directors has identified several key strategic initiatives, opportunities, and challenges for the next Executive Director. These include:

- **Develop and mentor a strong member-centered staff.** With the addition of some new Alliance staff, the next Executive Director (ED) will need to build on a strong team foundation. The ED will need to guide the ongoing professional growth and development, emphasizing the importance of building and nurturing relationships in and outside of the organization. To maintain the team's high level of performance, the ED will need to pay attention to the rightsizing of workloads and supporting a work-life balance for the team.
- **Implement the Strategic Plan.** With the recent completion and adoption of the strategic plan, the next ED must energize staff, Council, and Board members around the implementation of this plan. The plan, which runs through 2024, is an ambitious one and the ED will need to be able to prioritize the goals and objectives outlined in the document.

For specific information about the strategic plan, click here: <https://www.orbiscascade.org/2019-2024-strategic-plan/>.

- **Provide Clear Vision.** The ED will provide a source of direction and inspiration for their team and the member institutions. This vision must be clearly articulated, regularly revisited, and used as a compass for establishing priorities and managing work assignments. As the needs of membership institutions change and technology evolves, it will be important to identify the ways in which the Alliance can add the most value to their members.

THE OPPORTUNITY

Executive Director

Under the general direction of the Board of Directors, the Executive Director is the chief executive officer of the Alliance, a not-for-profit corporation. The Executive Director is guided by the mission and strategic goals of the corporation, is responsible for the implementation of the policies, objectives, and overall financial and administrative management of the organization, and supervises a staff of nine. The Executive Director exhibits a high level of energy, creativity, and affinity for productive ambiguity. The Executive Director is an ex officio non-voting member of the Board and Council and an officer of the corporation. The position reports to the Chair of the Orbis Cascade Alliance Board of Directors.

Essential Functions:

Leadership & Supervision of Alliance Staff (75%)

- Administers overall operation of the organization
- Leads, supports, and mentors Alliance Staff
- Allocates resources for greater program efficiency and effectiveness
- Documents policies and plans of committee and working groups
- Manages grants and contracts, ensuring fulfillment of continuing contractual obligations and organizational governance
- Procures legal advice as necessary
- Collaborates closely with the Treasurer to prepare and monitor the annual budget and handles financial matters key to maintaining the overall financial health and sustainability of the organization
- Serves as primary representative of the corporation to partners, allied organizations, vendors, and granting agencies

Collaboration with the Officers and the Board of Directors in conducting the affairs of the Alliance (25%)

- Provides information, advice, and counsel to the Board, Council, and committees in the creation of policies, programs, and strategic directions of the Alliance
- Guides the development of current and long-range goals and strategies and their implementation
- Supports Alliance committees, teams, and working groups, monitors their work, and facilitates strong communication within and among various groups
- Fosters collaborative relationships among members and with staff
- Works with the higher education community to address issues and initiatives of common interest
- Other duties as required



QUALIFICATIONS

Required:

- Leadership experience within higher education or related sector that demonstrates knowledge of current issues in higher education and the successful application of strategies to address both challenges and opportunities in the sector
- Superior communication skills, with the ability to be an articulate, engaging, and persuasive advocate
- Commitment to diversity and understanding of the contribution a diverse workforce brings to the workplace
- Understanding of the multi-faceted roles libraries play in higher education and the broader community
- Knowledge of information technology trends and appreciation of the importance and impact of technology in academic libraries
- Ability to work successfully in a highly collaborative environment and to function effectively as a member of a strong leadership team and/or governing board
- Experience with budget and project management
- Experience leading, supporting, and mentoring staff
- Ability to work remotely within the Portland, Oregon or Eugene, Oregon metro areas, or work from our Eugene, Oregon office

Preferred:

- Graduate degree from a program accredited by the American Library Association or an equivalent graduate library science/information studies degree, or a graduate degree in a relevant field
- Ability to engender partnerships and represent the Alliance in a variety of venues and with a diverse stakeholder community
- Knowledge of current issues and opportunities in multi-institutional collaborations and library consortia
- Experience articulating, leading, implementing, and sustaining a strategic vision for an organization
- Evidence of success managing complex budgets and large-scale projects
- Record of success in grants and fundraising, including public and private grants and stewardship
- Experience serving as CEO of a nonprofit corporation
- Record of research, publication, and/or professional contributions
- Success in leading or significantly contributing to a library or higher education consortium
- Experience with assessment and evaluation methods

Salary and Benefits

Salary will be commensurate with experience.

Employment Conditions

This is a full-time 12-month position.



TO APPLY

Confidential review of applications will begin immediately and continue until the position is filled; parties who apply by **August 27, 2019** will be given first consideration. **Applicants should submit PDF versions of a CV/resume and cover letter describing their interest and professional qualifications, as well as how they have successfully supported and advanced the values and principles of equity, diversity, and inclusion in their prior professional experiences and places of work.**

To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su159>

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Orbis Cascade Alliance is an equal opportunity employer that embraces diversity in the workplace.



Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including, California, Kansas, New York, North Carolina, and Oregon.



ABOUT THE PACIFIC NORTHWEST

The Pacific Northwest is geographically diverse and affords one the opportunity to enjoy several mountain ranges (Coast Mountains, Cascade Range, Olympic Mountains, Columbia Mountains, and Rocky Mountains) as well as coastal features of the Pacific Ocean such as the Puget Sound and powerful rivers such as the Columbia. Major metropolitan areas include Seattle, Tacoma, and Portland. All are close in proximity to various national and state parks where every type of outdoor activity can be enjoyed.

Also known for its innovation, entrepreneurial mindset, and international orientation, this region embraces diversity and is considered an educational center for both the United States and Canada. The economy of the region is varied, but some of the world's largest and most successful technology companies such as Microsoft, Intel, Expedia, and Amazon.com are located in the region and Aerospace also plays a large economic role.

There are flourishing music, theater, art, and dance communities as well as college and professional sports teams. The quality of life is *real* and can be enjoyed by young and old with so much natural beauty surrounding the Pacific Northwest.

