



POSITION PROFILE

EXECUTIVE DIRECTOR/CEO

June 2018



The Organization

Since 1977, OhioNET has been a reliable resource and trusted partner to librarians (collaborating as a team), helping to better serve its members and their communities. As professional librarians, OhioNET understands the barriers faced as well as the opportunities. That's why OhioNET strives for continuous innovation in discovery and sharing of best practices that will strengthen each library, responding to member needs with experience, knowledge, and creativity to support effective resource management so as to meet the needs of diverse populations.

Serving as partners for progress with more than 300 members and a network of more than 4,000 libraries and information centers (no matter how big or small), OhioNET is impacting millions of people throughout Ohio, West Virginia and western Pennsylvania, by providing innovative technology solutions, products, and training. Through a long history of partnership with other organizations like the State Library of Ohio, OhioLINK, OPLIN, INFOhio, OEMLA, ALAO, the Ohio Library Council, and Kent State University's iSchool, opportunities are explored for pooling resources, sharing skills and creating collaborations to help all libraries become indispensable resources for their communities.

Structure

OhioNET is a member-funded, 501(c)(3) corporation governed by a 12-person Board of Directors. These individuals, professional librarians from member institutions, are elected at-large by the membership and serve 3-year terms.

Mission

As a membership organization, OhioNET provides value to libraries and information centers through innovative technology solutions, programs, products, training and consulting. OhioNET responds to member needs with experience, knowledge, and creativity to support effective resource management.

To learn more: <https://www.ohionet.org/>

Location: This position is based in Columbus, Ohio.

The Opportunity

The **Executive Director/CEO** leads the identification, creation, delivery, and assessment of high quality, cost-effective programs and services that solve OhioNET members' problems and needs. This is achieved by building collaborative relationships across the library community in the state and region to improve members' delivery of library services. As the public face of OhioNET, the Executive Director/CEO maintains a positive image of the organization. The Executive Director/CEO provides management oversight of OhioNET business operations, including membership growth and retention efforts. The Executive Director/CEO reports to OhioNET's Board of Trustees (Board) and serves as the Board's liaison to OhioNET's staff and members.

The Executive Director/CEO will join OhioNET amidst a changing landscape in the library sector. This leader will be expected to implement a strategic planning process that looks ahead to the future and enables both sustainability and capacity building. The position will require the ability to rise above the various silos that can exist and unite to service libraries across all sectors (academic, public, K-12, etc.).

Specific areas of responsibility include:

Leadership

- Creates a shared vision for the organization that includes input from members, staff, and the Board.
- Identifies strengths of staff and empowers them to act by removing barriers.
- Leads the strategic planning process with staff to propose clearly defined goals, objectives, and action plans to the Board.
- Implements, monitors, and assesses Board approved strategic plan and regularly communicates progress to the Board.
- Stays abreast of legislation and other political developments that will impact Ohio libraries and identifies innovative solutions to these challenges.
- Creates a culture of innovation and collaboration among the staff, the Board, and the member libraries served by the organization.

Planning and Development

- Develops and maintains contact and collaborative relationships with other library consortia and related organizations.
- Monitors library and technology developments and assesses impact on programs, services, and finances.
- Discovers program and service needs by visiting current and prospective members' libraries on a regular basis.
- Recommends the establishment, modification and/or deletion of programs and services to the Board.
- Markets and promotes programs and services by attending library conferences.

Financial Management

- Implements changes to grow revenue and minimize expenses.
- Presents the proposed annual operating budget to the Board for approval.
- Makes capital expenditure recommendations to the Board for approval.
- Monitors and controls the approved operating budget.
- Seeks grant funding opportunities for innovative new services and programs or collaborative initiatives that benefit the membership.
- Ensures the security and recordkeeping of property and assets.

Administration

- Represents OhioNET in negotiations with other agencies, businesses, and organizations.
- Plans and maintains staffing levels that allow for strategic plan execution relative to a balanced budget.
- Recommends to the Board the creation, revision, and elimination of staff positions, including salary range recommendations.
- Hires and terminates employees for approved staff positions.
- Provides regular feedback to direct reports and ensures all staff have opportunities for professional development.
- Provides relevant, timely, and accurate management reports to the Board.
- Recommends, implements, evaluates, and revises policies.
- Sustains an effective Board through communication and development activities, including orientation of new Board members.

Qualifications

- Master's degree in Library/Information Science, Business Administration, Nonprofit Management, or Public Administration is required. *Note: The organization is open to individuals with library background or those without who have strong nonprofit leadership skills and a sincere interest in the mission and future of libraries.*
- Five years of successful administrative leadership experience, including significant strategic and financial management required.
- An appreciation of the interconnectedness of the Ohio library community, working knowledge of non-profit membership organization operations, and understanding of how information technologies are applied in libraries is preferred.
- Futuristic mindset and ability to assess various strategic paths to enable OhioNET to achieve sustainability and enhanced capacity.
- Adaptable to change.
- Ability to lead an organization in an evolving environment.
- Collaborative and transparent in decision making.
- Ability to foster positive working relationships and motivate others to obtain organizational goals.
- Effective written and oral communication skills.

To Apply

While confidential review of applications will begin immediately and are welcomed until the position is filled, interested parties are encouraged to apply by **July 16th**. Applications should include a resume or CV and a cover letter outlining your interest in and suitability for this position.

To apply online, click here: [Apply Now](#)

<https://theapplicantmanager.com/jobs?pos=su111>

For nominations or further information:

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OhioNET provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.



[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 Oregon, California, Arizona, New York, and North Carolina.



Columbus, Ohio

The Columbus Region—a thriving 11-county area in Central Ohio—is home to 2.1 million people and is the fastest growing metropolitan area in the Midwest. Home of many of the world’s most recognizable brands—Scotts, Express, JPMorgan Chase, Nationwide, Abercrombie & Fitch—innovative small businesses, and powerhouse research and academic institutions, this region has experienced strong economic growth, ensuring a vibrant future for people and companies of Central Ohio. Largely in part due to its open-minded approach to life, business and ideas, the Columbus Region has cultivated an environment of unique communities, companies, institutions, and entertainment.



Celebrated Rankings

[Top 17 Most Affordable U.S. Cities in 2016](#)

[Money – The 6 Best Big Cities](#)

[Columbus Named 2015 Intelligent Community of the Year](#)

Columbus Attractions

[North Market](#)

[Short North Arts District](#)

[German Village](#)

[Columbus Zoo and Aquarium](#)

[Center of Science and Industry](#)

Ranked as one of the coolest cities in the Midwest, Columbus also tops the list of places where your buck can stretch the farthest as the overall cost of living in the Columbus Region is lower than the national average and lower than the state of Ohio. Housing is competitively priced and costs for healthcare, transportation, and utilities are near the national average. Neighborhoods on all sides of downtown are bursting with new places to eat and shop, and artists are shaping new areas of the city into dynamic spaces to explore. Residents enjoy a vibrant arts scene and diverse array of entertainment, sports, dining, nightlife, and shopping. Independent national rankings have cited Columbus for

having the #1 zoo (Columbus Zoo and Aquarium), the #1 science center (COSI) and even the #1 ice cream (Jeni’s Splendid Ice Creams). And, Columbus is emerging as a culinary capital and a fashion mecca. It’s easy to find ways to be entertained, intrigued, fascinated, captivated, charmed, educated or amused in the Columbus Region.

For additional information on Columbus, Ohio, please visit:

<https://www.experiencecolumbus.com/>

<https://columbusregion.com/>