

Job Title: Director, Library

Department: Library

About The New York Academy of Medicine:

The New York Academy of Medicine (NYAM) is a leading voice for innovation in population health. Throughout its 178-year history, NYAM has championed bold changes to the systems that perpetuate health inequities and keep all communities from achieving healthier and longer lives (healthspan). Focusing on societal, environmental, and institutional factors that influence health, the NYAM team collaborates with partners in academia, government, community-based organizations, and others to promote policies, programs, and community needs that contribute to health for all. Today, this work includes innovative research that distinctively values community input for maximum impact. Combined with NYAM's historic library, a global journal and with the support of 1,800 accomplished Fellows and Members, NYAM's impact as a population health leader continues.

The NYAM Historical Medical Library began in January 1847 with the founding of the Academy. It opened its collections to the general public in 1878. By the middle of the 20th century, it had grown to be one of the largest independent medical libraries in the country. Building on its extensive historical collections, in the early 21st century, the Library transitioned from a modern health sciences library to a historical medical library. Strong candidates for this position will have a clear and forward vision of the future of the historical medical library in an independent institutional research environment, a background in the history of health sciences, and experience in library/archival administration. Candidates should have extensive management experience in a library or cultural heritage environment, including with strategic planning and implementation.

Position Summary/Overview:

NYAM seeks a dynamic, innovative, and collaborative leader as the Director of the Library, charged with reimagining its goals and with building greater engagement of its rich holdings within NYAM and beyond. Reporting to the NYAM President and serving on the NYAM leadership team, the Director plays a crucial role in establishing the Library as a pillar of engagement and building the Library of the future. The Director will help implement vision and strategic priorities in support of institutional alignment, using innovative organizational principles and technological advances to increase access and disseminate knowledge that advances population health.

Essential Duties and Responsibilities:

Key Responsibilities:

- **Strategic Leadership & Planning:** Develop and enact a comprehensive plan for how the Library will best serve NYAM research staff, Fellows, and wider community needs. Innovate for the future of evidence-based health policy and knowledge sharing. Align resources and talent in the Library to partner effectively across NYAM and with peer institutions, integrating library services and collections into organizational mission and goals. Implement strategies to stand at the forefront of technological innovations.
- **Team & Resource Management:** Work closely with long-serving staff, utilize their expertise, promote a culture of collaboration, and enhance the effectiveness and sustainability of the library's team,

recommend and build an effective staffing structure in a resource-limited environment. Manage Library's budgets, ensuring cost-effective allocation of resources. Assist development and fundraising efforts, working to increase external sources of funding, including grants, philanthropy, and other venues.

- **Policy and Collections:** The Director will set priorities for collections in support of NYAM's evolving research and educational missions. The Director will allocate funding sources, set priorities, review technical infrastructure and workflows in support of increased digitization, exhibition, and dissemination of special collections.
- **Promotion and Communication:** Conduct outreach and expand collaborations with peer institutions and other cultural heritage entities, encouraging innovative uses of its collections, providing historical context for research projects, and actively engaging with NYAM's communities. Enhance visibility of Library activities and initiatives, ensuring synergetic collaboration and optimal use by NYAM researchers, Fellows, scholars, and wider communities.
- **Digitization and Technology:** Ensure the digital collections, exhibits, preservation and catalog efforts are all digital and future forward.

Qualifications:

- 8+ years of progressive experience in a library or cultural heritage environment, including experience with strategic planning and implementation.
- Master's degree minimum in library or information science or other relevant discipline.
- Additional advanced degree in a relevant discipline like history or sociology, preferred.
- Demonstrated experience in and current use of digital technologies to enhance and feature library collections.
- Proven ability to inspire, build trust, and manage organizational change and to foster innovation and collaboration.
- Demonstrated leadership ability, analytical skills, creative and innovative problem-solving skills, and a strong commitment to service excellence.
- Excellent skills in building and sustaining an effective communication strategy and interpersonal relations.
- Established ability to cultivate, maintain, and steward relationships across a range of professional communities and levels.
- Experience with supervision, providing guidance and direction, monitoring and evaluating performance, coaching and counseling, and taking disciplinary action as necessary.
- Experience with budget planning and administration, human resources management, and facilities and space planning.
- Evidence of an ability to develop and maintain an expansive development program, including government and foundation grant applications and/or individual and corporate awards.
- Ability to thrive in a fast-paced, mission-driven environment and manage multiple projects simultaneously.
- Passion for health equity and commitment to advancing the organization's mission and impact.

This position is based in New York City. Staff work in a hybrid environment with some flexibility, pending the needs of the department. The current expectation of this position is a minimum of three days a week on-site, in addition to staff or organizational events. NYAM is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status. NYAM is an affirmative action employer. As an organization whose primary focus is health equity, NYAM is committed to creating a diverse and inclusive environment for all employees.

NYAM offers competitive benefits, generous paid time off and holidays, professional development opportunities, and a flexible work environment. The salary range for this position is \$165,000 to \$185,000 commensurate with experience. Interested candidates should email LibraryDir@nyam.org.