

Center for Deaf-Blind Persons Executive Director

Introduction:

The Center for Deaf-Blind Persons is a 501(c)3 organization with the mission to provide services needed to minimize the devastating effects of the combined vision and hearing loss upon the individual and family. The Center offers the support and skills training needed to assist individuals who are D/deaf /hard of hearing with vision problems, blind/visually impaired and hard of hearing, having problems with both vision and hearing, and DeafBlind live independent and productive lives.

JOB DESCRIPTION

The Executive Director reports to the Board of Directors and is charged with providing effective leadership and has the authority to accomplish duties in the following areas:

ADVOCACY

Represents interests of individuals who are DeafBlind.

FUND DEVELOPMENT

- Ability to identify and solicit alternative sources of funding.
- Manage relationships with current and potential private and public sector donors.
- Promote corporate partnerships.
- Coordinate fundraising and grant writing activities.
- Develop new revenue streams and programming for organization.

BOARD RELATIONS

- Participate in the Center for Deaf-Blind Persons' board meetings as a voting member and provide status reports on Center activities.
- Report directly to the Board of Directors.
- Recruit board members.

PUBLIC RELATIONS

- Promote public awareness through presentations, workshops, training, and information dissemination to the general public about the needs of individuals who are DeafBlind.
- Promote mutually beneficial relationships with state and local entities, and funders.

COMMUNITY RELATIONS

- Establish and maintain positive relationships with health associations, professions and industry, government agencies and officials, public and private organizations and vendors as necessary to promote the needs and interests of individuals who are DeafBlind.
- Establish and maintain positive relationships with various funding sources including foundations, businesses, civic organizations, individuals, and others.

- Represent in affiliation with federal, state, local, non-profit, multi-agency and other organizations to develop linkages, enlist participation and coordinate programs and services for individuals who are DeafBlind.
- Provide consultation, advice and recommendations to state agencies and departments on programs and services benefiting, or having the potential to benefit, individuals who are DeafBlind.
- Maintain consistent contact and seek feedback from community groups and organizations representing the Deaf, DeafBlind, Hard of Hearing, Blind and Visually Impaired communities.

PROGRAM DEVELOPMENT

- Initiate the development, implementation and evaluation of its various programs.
- Conduct the quality assurance in existing programs and services to ensure satisfactory to constituents who are DeafBlind with over-arching goal of increasing the level of efficiency and effectiveness of existing programs and services.

GENERAL ADMINISTRATION

- Plan, develop, direct, coordinate, administer, review and evaluate the activities of the Center with effective leadership.
- Work with members of the board and staff to accomplish the goals and objectives of the Center.
- Act on issues impacting the Center's operation.
- Perform other work as assigned by the Board of Directors

FINANCIAL MANAGEMENT

- Prepare, develop, review, control, and monitor the agency's budget.
- Prepare monthly financial statements for the Board of Directors.
- Prepare annual report on fiscal status, programs, and progress.
- Seek additional funding resources and prepare grant applications.
- Prepare and manage consultant and service contracts.

PERSONNEL MANAGEMENT

- Responsible for the recruitment, hiring, training, supervision and evaluation of staff. Assure proper orientation, motivation, training and professional development for staff.
- Perform supervisory functions so that efficient and orderly operations will be fostered and maintained.
- Ensure that performance reviews are completed for all staff.
- Provide control and direction for personnel function including compliance with personnel policies, approval of personnel actions and training.
- Recommend disciplinary action, suspension, and/or termination of employees when required.

Leader Profile

- RESPONSIVE TO DYNAMIC NEEDS AND INTERESTS
- A CLEAR AND TRANSPARENT COMMUNICATOR
- INVESTED IN TEAM SUCCESS
- A CULTIVATOR OF TRUST AND COLLABORATION
- A CONFIDENT AND CAPABLE ADMINISTRATOR

Qualifications:

MINIMUM REQUIREMENTS

- BA/BS (Master's Degree preferred) from an accredited college or university in an appropriate discipline.
- Five years of progressive experience as an administrator of programs and/or services related to individuals who are DeafBlind, Deaf, Hard of Hearing, Blind, or Visually Impaired.
- Knowledge of Deaf Culture, the impact of hearing loss and various methods of communication used by individuals who are DeafBlind, Deaf, and Hard of Hearing people.
- Knowledge of the Blind Community, the impact of vision loss and accommodations.
- Knowledge of services and programs for the DeafBlind, Deaf, Hard of Hearing, Blind, and Visually Impaired.
- Sensitivity and ability to work with a variety of people.
- Ability to identify and solicit alternative sources of funding and grant writing experience.
- Written English and public presentation skills.

PREFERRED QUALIFICATIONS

- Ability to carry out major long and short-term strategic planning.
- Ability to work independently and collaboratively.
- Knowledge of state and national resources including organization to appropriately research, design, and implement a service delivery infrastructure.
- Strong computer skills and knowledge of computer applications including Internet communications.
- Knowledge of the ADA, Section 504, IDEA and other pertinent legislation and implementation at the federal, state and local levels.
- Knowledge of legislation, regulations, policies and programs impacting individuals who are DeafBlind.
- Comprehensive understanding of issues facing individuals who are DeafBlind.
- Effective leadership and management experience and organizational and analytical skills.
- Demonstrated ability to build positive working relationships and facilitate effective work teams.
- Willingness to participate in community organizations.
- Ability to engage with the community related to systematic advocacy and policy making.

How to apply:

Send cover letter and resume via mail or email to:

Board of Directors

Center for Deaf-Blind Persons, Inc.

8306 West Lincoln Avenue

West Allis, Wisconsin 53219

info@deaf-blind.org