

JOB DESCRIPTION

Position Title:	EXECUTIVE DIRECTOR, Industries of the Blind
Reports to:	Board of Directors
Direct Reports	All Department Heads (Dir., Operations; Human Resources; Controller; Dir. Bus Dev.)

Summary of Position

This position reports to the Board of Directors, and by its authority is responsible for providing leadership to the Company by establishing goals and strategic plans in accordance with the mission, and is responsible for the overall administration and management of the agency.

Duties and Responsibilities

- Plans, develops and establishes policies and objectives in accordance with the directives of the Board of Directors
- Meets with the Board of Directors quarterly or as required, to provide an executive summary of marketing and sales activity, financial reports, impacts on JWOD employment requirements and other reports as required
- Recommends to the Board of Directors policy changes that improve services the agency provides to its customers
- Interprets to the staff the goals and policies established by the Board of Directors
- Interacts with the National Industries for the Blind (NIB), the National Association for the Employment of People Who are Blind (NAEPB), and affiliated organizations on all matters
- Identifies the needs of the blind population in the community and the resources for meeting those needs
- Develops a working knowledge of developments and trends within the field of services for blind individuals as well as encourages the senior staff to be aware of these trends and how they may impact the agency
- Oversees the development of agency long range and strategic planning
- Locates and develops new NIB-sponsored and commercial products and projects that will enhance employment opportunities for the blind
- Oversees agency department program planning, coordinating activities with the total agency program
- Directs the development, implementation and enforcement of agency policies and procedures through systems that will improve the operations and effectiveness of the company
- Oversees the development of the annual budget by the Director of Finance for review and approval by the Board of Directors
- Directs the business affairs of the agency that will result in excess revenues over expenses
- Senior staff members report to this position and authority is delegated to senior staff members to carry out programs to which they are assigned
- Provides performance evaluations for all senior staff members
- Encourages professional growth for the senior staff members by providing training, supervision, seminars and attendance at professional conferences
- Confers with senior staff to plan business objectives, develop organizational policy, to coordinate functions and operations and to establish responsibilities and procedures for attaining objectives
- Meets with the senior staff regularly to exchange information that will contribute to the efficient accomplishment of company goals and objectives
- Meets periodically with employees and utilizes other techniques to keep them informed of progress in meeting agency goals and objectives and to receive employee feedback
- Represent the agency and the people we serve by communicating our mission to the community
- Oversee public relations and product marketing efforts to ensure they reflect a strong and positive corporate image

Requirements:

Qualifications:

- Knowledge of the principles of the rehabilitation of blind and/or otherwise disabled people
- Demonstrated knowledge of the principles of supervision and skills to apply these effectively
- An energetic, forward thinking individual with high ethical standards who can successfully interact with people at all levels of the organization and who possesses excellent verbal and written communication skills
- A working knowledge of the Social Security Act, the Javits-Wagner-O'Day Act and the laws related to vocational rehabilitation
- Demonstrated knowledge of the principles of supervision and skills to apply to them effectively
- Knowledge of sound personnel practices
- Demonstrated understanding of good business practices including but not limited to manufacturing, purchasing, quality control, accounting practices and sales and marketing.

Education and Experience:

- A minimum of 10 years of progressively responsible professional experience in the field or related agency business, with at least 2-5 years at a director or above level
- Management experience in an agency serving people who are blind is preferred
- BS/MS degree in business administration, industrial management or related field

Hiring Process

- The position shall remain open until filled.
- A Board of Directors' designated Search Committee will identify potential candidates. Final candidates will be presented to the full board for review.
- All final candidates will be subject to satisfactory reference and background checks, and verification of educational degree(s) prior to presentation to the Board of Directors.