



**Job Title:** Executive Director

**Reports To:** Board of Directors Deaf and Blind Pathways Foundation, Inc. (DBPF)

**Status:** Exempt (salaried)

**Salary:** \$100,000 - \$120,000 depending on qualifications

**Benefits:** Healthcare, Retirement Plan, Life and Disability Insurance, Paid time off including holidays

**ORGANIZATIONAL SUMMARY:**

Originally formed in 1991 with a focus on enriching the education experience of Deaf students, the organization began offering affordable and appropriate housing for Deaf and Blind adults more than ten years ago. Recently, it rebranded itself as Deaf and Blind Pathways Foundation and is currently in a governance transformation from a board and volunteer-driven and operated organization to a board-governed, employee-driven, volunteer-supported organization. Simultaneously, it is further broadening its mission by more than doubling its physical plant and the number of people directly served, and by engaging with allied organizations to collaboratively offer wrap around services to the broader local and regional populations of the Deaf and Blind.

**POSITION SUMMARY:** This new Executive Director position encompasses responsibility for all operations of DBPF and will serve as the primary liaison to and representative of the Board of Directors. This chief executive implements the mission of DBPF and provides comprehensive leadership to affect the quality and growth of its operations, programs, and services. The Executive Director reports directly to the Board of Directors, is accountable to that body and responsible for assuring a complete and prompt flow of information to them about DBPF including but not limited fiscal, program, facilities, strategic relationships and general conditions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (will evolve as other staff are on-boarded)

**Organizational Management and Oversight**

- Build and sustain a strong and effective working relationship with the Board of Directors in assuring the DBPF mission and vision and pursue "Best Practices" in nonprofit management including direct involvement with Board officers in their respective roles.
- Build, prepare, and lead a competent staff (Management) that is committed to the DBPF mission and vision that cooperates effectively with key contractors such as Bookkeeper, CPA, Gift Administrator, Maintenance Team, School Workers.
- Share fully with the Board and engage Management appropriately in planning and implementing strategic growth that supports and furthers DBPF's mission and vision including involvement in collaborative efforts with other organizations.
- Oversee and direct all aspects of the daily operations of DBPF and assure the timely execution of its processes, initiatives, plans and related licensures or legal requirements.
- Work closely with Standing Committees to facilitate each's operational guidance in Education initiatives and Housing operations (especially in Property Management as supported by a volunteer Customer Service Team.)
- Engage with the Board in creating and sustaining other committees as needed as well as the effective and satisfactory involvement of volunteers.



- Oversee the development, maintenance, and implementation of policies and procedures with the approval of the Board of Directors.
- Fully cooperate with the Board in its growing human resources planning and functions.
- Assure that physical property is properly maintained and accords with current external regulations; ensure safety and security of people served, employees, volunteers, and visitors; manage the Maintenance Team.
- Advocate for those served by DBPF.
- Perform other duties as assigned by the Board of Directors.

### **Fiscal Management**

- Work with the Board to develop and submit an annual fiscal operating budget for review and approval; generate and present timely related reports.
- Subject to board oversight, manage all budgets and budget activity.
- Manage all contracts and agreements and assure related actions promptly and professionally.
- Ensure timely preparation by contracted professionals of DBPF monthly financial statements, an tax returns, and audits/reviews as determined by the board; distribute such financial documents as directed and ensure timely presentation to the Board.
- Ensure that DBPF meets and exceeds all regulations, transparency, accountability, and reporting requirements of government entities, funders, board, and other stakeholders.

### **Public Relations and Resource Development**

- Maintain working knowledge of significant news, developments, and trends in the local and regional community, inform the Board as needed, initiate appropriate related actions.
- Assure the development and implementation of marketing strategies and activities as needed and budget accordingly.
- Serve as the organization's spokesperson, ambassador, and public and media advocate, actively promoting the organization and its values in the community; meaningful participation in relevant professional organizations.
- Develop and maintain effective relationships with board-selected donors, allied agencies, and funders.

### **SUPERVISORY RESPONSIBILITIES:**

- Directly supervise all DBPF Management and assure annual evaluations as staff are hired.
- Indirectly supervise all DBPF volunteers.
- Carry out supervisory responsibilities in accordance with the DBPF policies and applicable laws.

### **QUALIFICATIONS:**

- BA or BS degree (preferably in management or business) or current Certification in Nonprofit Management
- Minimum 2 years executive management experience in a mission-driven nonprofit (or for-profit) entity



- ASL fluency and minimum 3 years in direct service of the Deaf culture; success and comfort in working with interpreters
- Expertise in supervising employees with a focus on accountability and professional development for a staff of at least 3
- Effective financial stewardship/experience managing an organization with an operating budget of at least \$500,000
- Expertise in working with a Board of Directors, functioning standing committees, and volunteers
- Sincere compassion and concern for Deaf, Blind, DeafBlind, and Hard-of-Hearing

### **SKILLS AND ATTRIBUTES**

- Passion for the mission and vision
- Detail oriented, strategic thinking, visionary leader
- Experienced consensus builder
- Decision maker
- Ability to self-motivate, multi-task and delegate
- Effective in communications including written
- Adaptable, patient and thorough
- Personable, friendly and accessible
- Competence with basic Microsoft products and electronic information sharing
- Eagerness to integrate fully into the general deaf community
- Commitment to diversity and ethical management
- Commitment to professional growth

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Ability to work long hours with some flexibility
- Continuously required to stand, walk, and sit
- Occasionally required to bend, stoop, or kneel, push, pull, and climb stairs
- Continuously required to communicate
- Frequently required to type and write
- Frequently lift and/or move up to 10 pounds
- Required to utilize hand and finger dexterity
- Specific visual abilities required include close vision, distance vision, peripheral vision, night vision for driving, depth perception, and ability to adjust focus
- Occasionally exposed to outdoor weather conditions

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **To Apply**

If you feel we may be a good fit for each other, please visit [www.deafblindpathways.org](http://www.deafblindpathways.org) to fill out the application. Please submit the completed application, your resume, and cover letter via email to [careers@deafblindpathways.org](mailto:careers@deafblindpathways.org). Please email rather than call if you have specific questions. Employment contingent upon results of a criminal background check.