



Arizona Center *for the Blind*
and Visually Impaired

3100 E. Roosevelt Street Phoenix, AZ 85008

<https://www.acbvi.org>

Phone: (602) 273-7411 Fax (602) 273-7410

Email: careers@acbvi.org

Company Name: Arizona Center for the Blind and Visually Impaired, Inc.

Position Title: Executive Director

Reports to: Board of Directors

Location: Sunny and affordable Phoenix, Arizona

Agency Mission: To facilitate independence and full participation in all spheres of life for individuals who experience vision loss.

Services Provided: Transitional Education, Vocational Rehabilitation, Independent Living and Social Recreation.

Clientele: Individuals who are blind and visually impaired, and individuals who are Deafblind or possess Combined Vision Hearing Loss.

Scope of Work: Orientation & Adjustment to Disability, Assistive Technology Instruction, Clinical Low Vision, Orientation & Adjustment to Disability, Orientation and Mobility, Rehabilitation Teaching, and Social Recreation Skills.

ACBVI has provided quality services to the visually impaired community for over 70 years, yet the agency is known for its innovative and forward-thinking approach in its content and service delivery system.

Purpose of Position: Works in concert with the Board of Directors in developing the philosophy, primary purpose, and mission and values of the agency. Establishes the goals and objectives, policies and procedures, planning and evaluation necessary to ensure programs and services are consistent with the agency mission. Responsible for the integrity of the administrative structure, the supervision of staff and the daily operations of the agency. Provides sound fiscal management, develops and assist in

fund development, community accountability, and ensures the provision of quality services.

Qualifications and Experience: Individual should have an understanding and working knowledge of the Blindness and Visual Impairment service delivery system. Some familiarity with Deafblind and Combined Vision Hearing Loss services would also be beneficial. Must have executive level experience in strategic planning, fiscal management, fund development, program management and personnel management.

- Bachelor's degree from an accredited university required
- Master's degree in a field of human service preferred
- Minimum of 5 years of experience required
- Experience specific to services for individuals with vision loss is preferred.
- Salary commensurate with education and experience

Benefits: Health, dental and life insurance. Profit sharing, vacation and holidays.

About ACBVI: Arizona Center for the Blind and Visually Impaired is located in sunny Phoenix, Arizona where there is an affordable cost of living. This position is an opportunity to lead an agency with a legacy of helping the blind and visually impaired for over 70 years. ACBVI is financially stable, debt free with cash reserves. There is exciting unlimited agency potential to expand services to not only the blind and visually impaired community, but also hearing impaired as well as other disabilities in Maricopa County, the fastest growing county in the nation.

How to Apply: To apply for this unique opportunity, please submit resumé and cover letter to careers@acbvi.org

More information about ACBVI and our services can be found at <https://www.acbvi.org>

JOB DESCRIPTION

Position Title: Executive Director

Accountable To: Board of Directors

Summary of Responsibilities:

Assists the Board of Directors in developing the philosophy, primary purpose, and mission of the agency. Establishes goals and objectives; policies and procedures; evaluation and planning necessary to ensure that the programs and services it provides are consistent with the agency mission. Responsible for the integrity of the administrative structure, sound fiscal management, public accountability, and the provision of quality services.

Duties & Responsibilities

- A. Responsible for keeping the Board of Directors apprised of organizational activities, assisting in the preparation materials and reports for meeting of the Board and its committees.
 - 1. Prepares monthly reports updating the governing authority on financial matters, service reports, and other issues requiring their attention.
 - 2. Provides information and makes recommendations to the Board of Directors concerning actions of matters needing to be dealt with.
 - 3. Assists standing and special committees of the Board in formulating strategies and actions to be recommended to the full Board for implementation.
 - 4. Implements directives by the governing authority, and acts as a Liaison between Board and Staff.

- B. Responsible for the uniform application of policies, daily operations, and supervision of staff and programmatic issues.
 - 1. Provides general supervision of staff including the hiring and discharge of employees, reviews all employee evaluations, authorizes vacations, excused absences and staff education and training.
 - 2. Is responsible for agency accountability to various federal, state, and community funded entities for demographical, service evaluations, and necessary compliance criteria.
 - 3. Involved in the financial management of the agency including preparation

- of budgets, exploration of funding resources, monitoring of monthly financial statements and authorization of approved expenditures.
4. Reviews personnel procedures and recommends changes in policy to the Board of Directors.
- C. Assists in planning, development, implementation and evaluation of new programs and services.
1. Researches and designs new services that are indicative of needs within the agency service community.
 2. Assists in the securing of sufficient funding resources and collaboration within the community to meet the operational expenses of new programs.
 3. Insures that new programs are consistent with The Mission Statement of the Agency, and are compatible with the long range and strategic plan of the agency.
 4. Maintains consumer, staff, and client input and monitors outcome objectives of new programs.
- D. Assumes an active and visible role in public relations and community involvement regarding the delivery of services to individuals who are blind and visually impaired.
1. Assists in the development of media opportunities including news articles, public service announcements, agency fact sheets, brochures and video tapes.
 2. Accepts public speaking opportunities and United Way campaign drives, etc., on behalf of the agency and its mission.
 3. Serves on various committees; professional, consumer, and community organizations to represent the needs and viewpoints of the agency in the planning and provision of service delivery.
 4. Assists in the coordination of Tasks Forces, Legislative Issues, and City, County, and State planning that may impact blindness and visual impairment community.
- E. Other duties or projects as assigned.

Qualifications & Experience:

Individual should have an understanding and working knowledge of the Blindness and Visual Impairment service delivery system. Some familiarity with Deafblind and

Combined Vision Hearing Loss services would also be beneficial. Must have executive level experience in strategic planning, fiscal management, fund development, program management and personnel management.

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