**Executive Director Job Description**

Horizons for the Blind, a 501(c)3 organization in Crystal Lake, IL, is seeking an experienced, passionate, and persuasive leader to direct the organization and encourage the blind and visually impaired applicants as an Executive Director. As the face of the organization, the ED is responsible for the enhancement of Horizon’s image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

**Mission:**

Horizons for the Blind is a 501(c)3 not-for-profit organization dedicated to improving the quality of life for people who are blind or visually impaired by increasing accessibility to consumer products and services, education, recreation, and the cultural arts. We are a leading provider of braille, large print and audio transcription services for businesses and other organizations.

**Responsibilities:**

*Executive Leadership –*

* Lead a staff of approximately 30 paid team members
* Work with Board of Directors, multiple stakeholders, non-profit organizations, businesses, and clients to create a positive atmosphere with visionary leadership
* Develop and implement strategic plans that meet business goals and objectives
* Proactively address challenges in the internal and external environment to protect business interests

*Board Relations –*

* Serve as the primary staff liaison to the BoD assuring effective meetings and communication
* Responsible for budget development, implementation, monitoring, and reporting to the Bod continuing financial stability
* Collaborate with the Executive and Governance Committees to support Board development

*Human Resource Management –*

* Directly supervise senior staff and see to the recruitment, hiring, and supervision of staff.
* Ensure staff receives appropriate orientation, training, evaluation, and support, building an environment of teamwork
* Create a culture of transparency and communication throughout the organization

*Advocacy –*

* Ensure all Horizons’ activities, programs, and services are mission driven, relevant to community/business needs, innovative, cost-effective, and high-quality
* Take part in public education concerning blindness, vision impairment, accessible formats, and issues of concern to those who are blind and visually impaired
* Champions for the interests and well-being for those who are blind or visually impaired

**Qualifications:**

* Ability to lead the organization with passion, energy, and visionary leadership
* Experience in strategic planning, organizational development, personnel and financial management, fundraising, public relations, marketing, and volunteer coordination
* Ability to work effectively with an Active Board of Directors, while promoting Board development
* Strong presentation skills, both written and verbal, including public speaking
* History of successfully generating new revenue streams and improving financial results
* Familiarity or affiliation with community organizations, proven networking base with both civic and profitable organizations
* Strong braille skills and experience with accessible formats preferred
* Advanced degree or 5+ years’ senior level non-profit management

**Details:**

* Full-Time, salaried position
* Monday – Friday 8:30am to 4:30pm (must be available outside of regular hours)
* Salary commensurate with experience/qualifications
* We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To apply, go to <https://www.horizons-blind.org/job-application/>

Please email resume and questions to careers@horizons-blind.org