**Association for Education and Rehabilitation of the Blind and Visually Impaired**

**Executive Director**

## **POSITION DESCRIPTION**

### **SUMMARY:**

As the chief salaried executive of the Association for Education and Rehabilitation of the Blind and Visually Impaired (AER), the Executive Director is responsible for the effective day-to-day operations of the Association; direction of the overall activities of the Association; and for advising and making recommendations to the Officers and Board of Directors with respect to all activities and policies. The Executive Director is hired by and reports to the Board of Directors. This position serves as the liaison between the Board of Directors and Association staff. The Executive Director shall help with Board development and training.

### **RESPONSIBILITIES AND AUTHORITY:**

Within the limits of the Bylaws and policies established or authorized by the Board of Directors, the Executive Director is responsible for, and has commensurate authority to accomplish, the duties set forth below. The Executive Director may delegate portions of these responsibilities consistent with sound management practices and authorized policies and procedures, together with proportionate authority for their fulfillment, but may not delegate nor relinquish any portion of accountability for results. The Executive Director oversees the day-to-day operations of the Association once the Board approves annual budgets, plans and other macro strategies.

### **ASSOCIATION AND FINANCIAL MANAGEMENT**

 A. In partnership with the President of the Board of Directors, maintain an effective and representative governance system to guide the mission of the Association. Serve as staff liaison with the Board to achieve the Association's goals. Ensure that agenda and materials for meetings are developed and prepared in a timely manner and in accordance with the Accessibility Policy, in concert with the President or the appropriate leader designated by the President.

B. Ensure that the President, Executive Committee and Board of Directors are kept fully informed on the conditions and operations of the Association, and on all important factors influencing them, thus enabling this leadership to keep the Chapter and Division leaders and appropriate committee members informed. Create, maintain and facilitate a culture of timely, transparent communication with the Board of Directors and members of the Association. Create a culture of equitable support of all Chapters and Divisions.

C. In accordance with the guidelines and parameters set by the Board, develop, recommend, implement, review and manage the annual budget of the Association. Work with staff, the Board of Directors and collaborative partners to seek out and secure grants and other funding from outside sources.

D. Develop systems to monitor and manage financial performance. In accordance with the Association Bylaws, report financial information on a regular basis to the Board of Directors. Consult as needed with the Treasurer, Finance Committee and when necessary the entire Board, on decisions affecting the Association's finances.

E. Direct and manage all staff financial activities and expenses within the approved annual budget. Establish, implement and monitor financial systems to ensure appropriate financial controls.

F. Work with volunteer leadership and staff to develop long-range financial and fund development plans to diversify the organization’s revenue stream. Work with staff and appropriate leaders to actively identify, recommend, pursue and secure adequate non-dues revenue sources through grants, sponsorships, and other development opportunities.

G. Develop policies and procedures to ensure compliance with local, state and federal laws governing Association management. Maintain appropriate insurance coverage to protect the fiduciary interests of the Association, its leaders, members and staff. Sign contracts for approved services and maintain all required documents such as Articles of Incorporation, current Bylaws and addendums, minutes, etc.

H. Create and manage a virtual office space for the work of the Association, maintain on-going communication with staff using appropriate technologies. Monitor and coordinate the necessary updating of computer systems and office equipment, such that it will be adequate for the needs of the Association and its staff.

I. Within overall parameters established by the Finance Committee and Board of Directors determine appropriate salary levels for staff, within the guidelines established in the budget. Create and implement annual performance reviews for staff utilizing a performance review tool which enables an objective review of job performance.

J. Establish an equitable and inclusive work environment that fosters respect for diversity, staff teamwork, communication, efficiency, and effectiveness.

K. Coordinate the staff support provided to all Association committees in fulfilling their responsibilities. Coordinate the staff support provided to assist Chapter and Division leadership in the development and governance of those levels of the Association.

L. Oversee timely preparation and coordination with the appropriate committees of all issues to be presented to, and voted upon, by the membership.

###  **MEMBERSHIP RECRUITMENT AND RETENTION**

A. Recruit and train staff; establish and communicate staff performance expectations in the area of member recruitment and retention in order to supervise and evaluate staff as they fulfill professional services to the membership in a timely manner.

B. Work with leaders and staff to plan, implement, monitor and evaluate membership recruitment and retention programs. Work with leaders and staff to develop and implement strategies to dynamically grow and maintain membership. Ensure that services, products and benefits meet the needs of our members both domestically and abroad. Work with staff and leaders to pursue additional tangible benefits when appropriate.

C. Ensure that member records are updated in a timely and efficient manner and that all invoices, correspondence and mailings to members and leaders are professionally prepared, reflect the Association's style and approach, and are sent in a timely, responsive manner in accordance with the accessibility policies of this organization. Develop and implement strategies to ensure accurate and timely responses to questions from membership.

D. Encourage membership involvement through facilitation of active committees, Divisions, and Chapters.

E. Participate in and/or present at Chapter and Divisionmeetings when appropriate and financially feasible.

### **COLLABORATION / ADVOCACY**

A. Maintain effective relationships with other organizations and arrange for representation of the Association, when appropriate, at meetings and conferences of these other entities.

B. Work with the Board to determine helpful partnerships with other organizations and entities. Seek out opportunities to build strategic partnerships and collaborations that will strengthen the Association and its mission.

C. Work within appropriate coalitions and consortia as determined by the Board of Directors.

D. Work with the President of the Board and the Advocacy Workgroup to oversee the monitoring of governmental relations affairs and create an annual national and international legislative agenda. Develop and implement a communications strategy that engages members of the Association as advocates and provides ongoing communication regarding key issues impacting the field of blindness and visual impairment.

E. Oversee and manage the activities of the AER Accreditation Council, including standards for accreditation, processes for site review, participation on the Advisory Board and communication with the Board of Directors and Association Members.

### **PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION**

A. Work with the approval and guidance of the Board of Directors and International Conference Committee to ensure that staff plan, coordinate and orchestrate Association conferences. Ensure that all legal agreements and correspondence are appropriate and sent in a timely fashion. Oversee selection process for biennial conference sites.

B. Work with staff, the Publications Committee, and the New Re:view Editorial Board, to ensure that all Association publications are of high quality and relevant, produced in a timely and efficient manner, and in accordance with the accessibility policies of this organization.

C. Work with appropriate leaders and committees to develop, plan and implement appropriate continuing education and professional development opportunities for all members.

## **CANDIDATE QUALIFICATIONS**

* Be knowledgeable about the culture, nature and dynamics of the field of visual impairment and the job responsibilities of its practitioners.
* 3 -5 years work experience within the field of visual impairment preferred
* Applicants should have at least 5 years successful experience in a middle or upper management position. Managerial experience with a membership or non-profit organization will be considered an asset.
* Manage and enhance a virtual work environment.
* Previous demonstration of leadership skills, especially in the areas of resource/revenue development, collaboration, and public relations.
* Completion of a Master’s degree in the field of blindness and visual impairment, special education, vocational rehabilitation, public policy, business administration, social services, or related fields
* Demonstrated experience working in a school, agency, or other facility that serves individuals who are blind or visually impaired will be considered an asset
* Travel and weekend meetings/events will be required.
* Must be able to legally work in the United States
* Experience overseeing the management of learning management systems will be considered an asset.
* Be knowledgeable about the Americans with Disabilities Act to ensure compliance.

### **PERSONAL CHARACTERISTICS:**

* Excellent interpersonal and conflict management skills.
* Excellent written, oral and electronic communication skills.
* Ability to engage people both within the organization and within the community to build consensus around issues.
* Strong, proactive and sensitive HR competencies
* Strong understanding of governance and experience reporting to or working closely with a Board of Directors
* Ability to adapt management style to diverse staff
* Ability to implement operations and decisions in a political environment

###  **JOB-RELATED CHARACTERISTICS:**

* Knowledge of issues related to the education and rehabilitation of people with visual impairments
* Comprehensive budget development and fiscal management experience.
* Successful supervisory experience.
* Ability to work respectfully with a diverse Board of Directors and oversee committee activities.
* Ability to manage and maintain appropriate paperwork for the operation of an international non-profit organization.
* Ability to collaborate with external agencies, organizations and stakeholders.
* Ability to organize and motivate groups of volunteers and employees.
* Ability to manage telecommuting staff in a virtual office.
* Preference will be given to candidates who demonstrate sensitivity to and awareness of issues relating to individuals with disabilities, especially those with blindness and visual impairment.

## **COMPENSATION**

The annual salary is expected to be in the $85,000-$95,000 range and will be commensurate with experience and knowledge. AER maintains a virtual/remote office space and offers a comprehensive benefits package to full-time employees which includes: flexible working hours, health insurance options (medical, dental, and vision), employer-paid Basic Life and AD&D Insurance policy, generous Paid Time Off which includes all government holidays and the office closes the last week of December, Long-Term Disability insurance, and a Retirement plan (403(b) (after one year of employment).

## **APPLICATION PROCESS**

Qualified candidates should submit a cover letter, current resume or *curriculum vitae,* two references, and any supporting documents (i.e., current professional certificates or licenses) to aerbvi.ed.search.committee@gmail.com. Application materials should be submitted **electronically** (no faxes) in accessible format. **All application materials must be received by 11:59 P.M. (Eastern) on 03/14/2022.**

## **EQUAL OPPORTUNITY EMPLOYER -**

*AER is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind.*

**Dated: February 16, 2022**