

# NATIONAL INDUSTRIES FOR THE BLIND

## JOB DESCRIPTION

### Job Identification:

- Title: Executive Director, New York State Preferred Source Program For New Yorkers Who Are Blind (NYSPSP)
- Reports to: Empire State Employment Resource for the Blind (ESERB, d/b/a NYSPSP) Board of Directors
- Department: NYSPSP
- Location: Albany, N.Y.
- Grade: 23
- FLSA Status: Exempt

### Statement of Purpose

The executive director provides leadership, management, and direction to Empire State Employment Resources for the Blind, d/b/a New York State Preferred Source Program for New Yorkers Who Are Blind (NYSPSP).

The executive director plans and executes an integrated, customer-centric, and market-facing statewide strategy with the goal of diversifying and expanding employment opportunities for New Yorkers who are blind, utilizing existing resources and finding and implementing innovative opportunities for growth. Working with the Board, the executive director will maintain a forward-looking strategic plan that is in keeping with the mission of NYSPSP and devise the tactics necessary to carry out that plan. The executive director will present a financially responsible budget to the Board annually and hire, train, and maintain appropriate staff to implement the approved plans.

The position-holder is responsible for working across the NYSPSP affiliated NPAs that serve New Yorkers Who Are Blind, and with State and municipal government customers; commercial partners; and other key stakeholders. The position demands an ability to prioritize the best opportunities for NYSPSP to develop relationships that drive results.

### Management and Supervisory Responsibilities

The executive director will lead and supervise the NYSPSP staff, overseeing teams focusing on sales, operations, accounting, and customer service.

### Business Communications with partners, stakeholders, and customers

The executive director will establish and maintain open, direct, and ongoing communication with National Industries for the Blind (NIB); Affiliated non-profit Agencies; state and municipal

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government agencies; New York State Commission for the Blind (NYSCB); and New York State Office of General Services (OGS).

### Education

A bachelor's degree in public affairs, marketing, business administration, or equivalent from an accredited university or college. Master's degree preferred. An equivalent combination of education and experience may also be acceptable.

### Training and Specialized Knowledge

Strong business development background, formal or informal training is required in a wide range of disciplines including strategic planning, market analysis, and customer relationship/retention programs. Specialized knowledge in government procurement processes is highly desirable.

### Core Competencies

- Accountability
- Communication Skills
- Ethics /Integrity
- Customer Care
- Job Knowledge/ Technical Skills
- Process Improvement
- Decision Making
- Judgment and Problem Solving
- People Management

### Additional Competencies

- Leadership
- Motivating Subordinates and Others
- Strategic Thinking
- Drive to Innovate
- Accountability

### Experience

A minimum of 15 years of experience covering a broad range of business development and customer serving assignments is necessary. A demonstrated understanding of New York State government and procurement policy is highly desirable, including experience dealing with

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policy makers and procurement executives. Requires superior communication skills with a background in marketing and/or sales management at a level that incorporates profit and loss (P&L) ownership of a business or division. Experience in developing, managing, and negotiating government contracts is highly desirable.

### Travel

Approximately thirty (30) percent.

### Specific Duties and Responsibilities

- This position will be responsible for providing day-to-day management of the New York State Preferred Source Program (NYSPSP) for New Yorkers who are blind including supervision of the assigned personnel with functional oversight of business development, sales, contract administration, information management, order processing systems, and the leased office space.
- The executive director will ensure the organization operates according to the terms and conditions of the Letter of Designation from the New York State Office of Children and Family Services/Commission for the Blind.
- Provide detailed communications and program reports that focus on the activities planned or underway that support program goals and objectives. Reports and other communications are formatted to be presented across a variety of NIB management functions and other key stakeholders.
- Working closely with the ESERB Board of Directors and NIB senior management, affiliated agencies, New York State Commission for the Blind (NYSCB), and New York State Office of General Services (OGS), this position has the main responsibility to develop plans and strategies that can meet or exceed program goals and objectives.
- Responsible for developing and enhancing new and existing business relationships with affiliated agencies, NYSCB, OGS, other state and municipal entities, commercial partners, and distributors.
- Responsible for on-going review of organizational functions and procedures with a focus on recommending to the ESERB Board of Directors and NIB senior management initiatives that generate efficiencies, increase overall business results, and strengthen relationships while growing employment opportunities for New Yorkers who are blind.
- Responsible for developing and maintaining key business strategic relationships/partnerships across the state and NYC region as part of business development, marketing, and public relations efforts.

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- Develop and maintain positive and open communications with consumer organizations and advocacy groups to enlist their input and support in advancing NYSPSP goals and mission in growing meaningful employment for New Yorkers who are blind.
- Develop and implement a working strategy/plan to increase employment in new and existing service lines of business.
- Responsible for developing and implementing the business development strategy and the performance measurement metrics for NYSPSP for New Yorkers who are blind.
- Directs the sales and marketing resources and works with NIB Marketing and Communications to develop supporting collateral, advertising, and other marketing tools to effectively promote and brand the program, products, and services.
- Establish individual development plans for all staff assigned.
- Works with NIB Public Policy to establish an effective program, which positively promotes the program, and educates elected officials and senior government officials on the value of the program.
- Planning and setting NYSPSP for the blind strategy and ensuring the success of the initiatives, processes, incentives, and resources required to deliver the desired results.
- Manages the relationships with key contacts at all state government headquarters levels and with other key influencers associated with the NYSPSP to ensure continued success and growth of blind employment.
- Establish and maintain meaningful senior level contacts with OGS for the purpose of managing the overall promotion and sales growth of the NYSPSP.
- Develop processes and procedures to create efficiencies, increase business opportunities and grow blind employment.

This job description does not imply that these are the only duties to be performed by this employee. The incumbent in this position will perform such other tasks as may be required for the effective operation of the Division/Department upon the request by his/her supervisor.

### NIB IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**NIB is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, sexual orientation, gender identity, national origin, disability, or protected Veteran status.**