**POSITION AND CANDIDATE SPECIFICATION**

**HELEN KELLER SERVICES**

**EXECUTIVE VICE PRESIDENT**

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**POSITION SPECIFICATION**

**Client Company**

Helen Keller Services (“HKS”) is a 501(c)3 non-profit organization whose mission is to *“enable individuals who are blind, visually–impaired, deaf-blind and/or have combined hearing-vision loss to live, work and thrive in their community of choice.”* With its headquarters in Brooklyn, New York, HKS is comprised of:

* Helen Keller Services for the Blind (“HKSB”)
* Helen Keller National Center for Deaf-Blind Youths and Adults (“HKNC”).

HKSB provides a wide range of rehabilitative services for New York Metropolitan based individuals who are blind and visually impaired through its HKSB facilities located in Brooklyn, Nassau County and Suffolk County. HKNC provides vocational and independent living skills training to youths and adults who are deaf-blind or have combined hearing-vision loss at its Sands Point facility as well as through 16 field representatives/service providers across the United States.

HKS has an annual operating budget of over $23 million and a staff numbering around 300. It relies on funds from public programs, grants, legacies, private donations, and fundraising activities.

**Position Summary**

Reporting to the Chief Executive Officer and working in close partnership with the Board, the Executive Vice President will be a trusted advisor and team leader, enabling the CEO to focus on longer-term strategic initiatives. The EVP will work closely with the Chief Executive Officer to ensure that HKS has the appropriate strategies and processes in place to be an effective and sustainable organization that meets the needs of its community.

The successful candidate will be a strategic thinker, planner, and problem solver with the ability to respond to and resolve crises quickly, amicably and effectively. The EVP must be able to work closely with the Board and staff to promote an open, inclusive environment that emphasizes cooperation and teamwork. Along with the CEO, the Executive Vice President must be able to advocate successfully on behalf of the organization in the public and private sectors. A dedicated leader, s/he accepts HKS's core mission as her or his own.

The Executive Vice President needs to have substantial experience with the disability community to understand and successfully help the organization meet the needs of this community.

Major Responsibilities

* Working with the CEO to develop the company’s strategic and policy framework, as well as directing the organization’s operations to achieve strategic and operational business goals and targeted financial results. He/she will also lead the annual strategic planning and budget process.
* Executing organization-wide operating plans that encourage collaboration through a shared sense of urgency and cross-departmental accountability.
* Leading the assessment and allocation of resources across the organization.
* Work with the CEO and Board of Trustees to develop, communicate and sustain a clear vision, mission and strategy for the organization.
* Work with the CEO and Board to diversify funding and expand the individual donor base and legacies.
* Provide leadership and guidance to staff and Board in developing and evaluating effective programs.
* Develop relationships with community-based organizations, policy makers, legislators, and government agencies and provide oversight of interactions for partnering with external organizations.
* As needed, serve as a spokesperson for HKS to mobilize a variety of audiences and communicate the organization's vision, mission, and policy and program priorities.
* In partnership with the Chief Financial Officer, ensure implementation of sound fiscal management and accounting procedures, including regular financial reports to the Board of Trustees.
* Promote a culture of transparency, inclusiveness, and openness at HKS and provide leadership and mentorship to HKS's dedicated and accomplished staff.

**CANDIDATE SPECIFICATION: KEY SELECTION CRITERIA**

**Ideal Experience**

Ideally, the successful candidate will have:

* A minimum of 5 years of management experience, preferably C-level experience in a large community, governmental, non-profit, or other organization.
* Experience managing a budgeting process and allocating resources.
* Experience working closely and collaboratively with highly engaged Board members or other volunteer leaders.
* Substantial experience with persons with disabilities, with a demonstrated commitment to increasing access to education, employment, independence, and community integration for persons with disabilities.
* Excellent communication and presentation skills.
* Recognized achievement in donor and funder identification and cultivation, including government agencies, individuals and foundations, preferred but not required.
* Bachelor's degree; advanced degree preferred.

**Critical Competencies for Success**

Organizational Leadership: HKS has a longstanding and strong reputation for the providing high-level service to both the blind and the deaf-blind community, and the CEO is positioning the organization for further growth. The Executive Vice President will demonstrate the personal character and organizational and managerial competence to allow for a comfortable delegation of responsibilities. He/she will work with the CEO to establish and communicate organizational goals and priorities in a collaborative and transparent manner. Demonstrating sound business and interpersonal judgment, he/she will lead a strong, smart, and committed team to the next level by ensuring they are working in alignment with the goals of the organization, identifying opportunities for the team to coalesce as a group, and encouraging more collaborative decision making. The EVP will serve as an active, committed member of the HKS community who listens carefully, engages with individuals and groups, and communicates honestly and transparently to build consensus and bring others along.

Partnership and Trusted Advisor: In a complex organization that has multiple service centers and has recently experienced the transition of a longstanding CEO, the Executive Vice President will demonstrate the practical, emotional, and social skills and sensitivity to take an organization through continued change and growth. He/she will be seen as a trusted and valued advisor to the CEO as well an accepted surrogate, when and where appropriate. He/she will foster an inclusive, collaborative vision of success throughout the organization and serve as a reliable thought partner to colleagues and Board Members, supporting a collegial environment with commitment and a good sense of humor.

Communication and Engagement**:** Supported by an endowment and government funding, HKS has the potential to increase private fundraising. In support of this effort, the Executive Vice President will create visibility and engagement with key stakeholders —including a dedicated Board who have diverse professional skills and perspectives, parents and families of the children served, volunteers, and funders. A passionate and inspiring ambassador of the organization, the EVP will bring the ability to engage others around the goals and objectives of HKS.

*To apply or nominate someone for this position, please send an email with resume and cover letter, if applicable, to* *HKS@SpencerStuart.com**.*