**Job Identification**

* Job Title: Director, New York State Preferred Source Program
* Department: Executive Office
* Incumbent: Vacant
* Reports to: NIB President and CEO
* Location: Albany, N.Y.
* FLSA Status: Exempt

**Statement of Purpose**

Provide leadership, management, and direction to the New York Preferred Source Program for the Blind (NYSPSP) serving the affiliated not-for-profit agencies. Plan and execute an integrated, customer-centric and market-facing NY state-use strategy to diversify and expand employment opportunities for people who are blind.

The position is responsible for working across the NYSPSP affiliated agencies for the blind, State and municipal government customers, commercial partners, and other key stakeholders, and therefore demands the ability to prioritize the best opportunities for NYSPSP to develop relationships that drive results.

**Responsibility for the Work of Others**

Leading and supervising the NYSPSP team to include sales, operations, accounting and customer service.

## Business Communications

* New York Preferred Source Program (NYSPSP) Affiliated Agencies Continually
* State Government Agencies Continually
* New York State Commission for the Blind and Visually Handicapped (CBVH) Continually
* New York State Office of General Services (OGS) Continually

**Education**

A bachelor’s degree in public affairs, marketing, business administration or equivalent from an accredited university or college.

**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 desirable.

**Experience**

A minimum of 10 years of experience covering a broad range of business development and customer serving assignments is necessary. 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 desired.

**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 people who are blind including supervision of the assigned personnel, oversight of the information management and order processing systems, and the leased office space.
* Provide detailed communications and program reports which 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 NIB senior management, affiliated agencies, CBVH, and OGS, this position has the main responsibility to develop plans and strategies which are designed to meet program goals and objectives.
* Responsible for developing and enhancing business relationships with affiliated agencies, CBVH, 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 NIB senior management initiatives which generate efficiencies, increase overall business results, and strengthen relationships.
* Responsible for developing and implementing the business development strategy and the performance measurement metrics for the NYSPSP for people 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 insure 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. The incumbent in this position will perform such other tasks as may be required for the effective operation of the Division/Department upon receipt by his/her supervisor.

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