Executive Director

School of Piano Technology for the Blind

Posted:

November 5, 2014

Location:

Vancouver, Washington

Salary:

45.00 - 70.00

Type:

Full Time - Experienced

Category:

Education

School of Piano Technology for the Blind

The School of Piano Technology for the Blind is the only school in the world dedicated to teaching piano tuning and technology to blind and visually impaired students.

Executive Director Job Description

Under the direction of the Board of Directors, the Executive Director is responsible for oversight of all management, fiscal, fundraising, planning and educational activities of the School of Piano Technology for the Blind. His or her key responsibility is providing leadership to ensure the School has the necessary financial resources to successfully fulfill its mission. Donor cultivation and relations, sourcing grants and planning and execution events are the keys to fulfilling this responsibility. Working closely with the Board, the Executive Director develops policies and strategies for the organization and holds primary responsibility for their implementation. The Executive Director has an external focus and is the chief spokesperson for the School and represents the organization and its mission to key constituencies including donors, alumni, state and national agencies for the blind, state vocational rehabilitation departments, foundations and other funding sources, such as media, volunteers and other non-profit organizations. The Executive Director has overall supervisory responsibility for the entire School staff, including the Director of Instruction, to whom is delegated the responsibility for the operation, development and implementation and outcomes of the School’s educational programs.

Personal and Professional Qualifications

•Demonstrated experience in fundraising with major donors as well as writing and securing grants, cultivating foundation support, planning and executing fundraising events and experience in managing donor mail campaigns.

•Demonstrated communications skills. Experience in communicating with board members, donors, employees, alumni, foundations and the media.

•Experience and ability in financial management including the development and the maintaining of budgets.

•Experience overseeing retail operations, including sales is desired.

•Demonstrated leadership skills and collaborative management style.

•Ability and experience to implement and manage strategic plans.

•Ensures compliance with standards set by accrediting, regulatory, state and federal entities.

•Contact for student recruitment efforts, both externally (conventions) and internally (prospect visits).

•Work with the school alumni association keeping them aware of the schools accomplishments and needs.

•Ability to convey the mission of the School of Piano Technology for the Blind and motivate and inspire the community through public interactions.

•Ability and experience with volunteer recruitment and retention.

•Passionate about helping people overcome disabilities to achieve independence and self-sufficiency.

•Bachelor’s degree or higher degree preferred.

This position will remain open until a qualified candidate is chosen. Individuals interested in applying may submit a resume and cover letter addressing how their personal and professional qualifications meet those listed above, to:

Search Committee School of Piano Technology for the Blind 2510 East Evergreen Blvd. Vancouver, WA 98661

E-mail: julial@pianotuningschool.org For additional information about the School of Piano Technology for the Blind, please visit our website at www.pianotuningschool.org. The School of Piano Technology for the Blind is an equal opportunity employer and offers a competitive salary and benefits package, dependent on experience.

NOTES:

Additional Salary Information: $45k-70k DOE