**CHIEF EXECUTIVE OFFICER**

Keystone Blind Association strives to change people’s lives for the better through empowering, educating, and employing individuals with vision loss and other disabilities.

Since 1947 Keystone has provided support and services for blind and visually impaired persons to thrive in a “sighted world”. By garnering the support of community leaders and obtaining a charter from Pennsylvania Association for the Blind, a new human services agency (Keystone) was born. Since that time, Keystone has expanded its reach to include all of Pennsylvania and Eastern Ohio, and its scope to embrace Children’s Programs, Prevention of Blindness and employment for blind and disabled individuals.

Keystone’s newly remodeled headquarters are located in Hermitage, Pennsylvania. Keystone is a 26-million-dollar agency and also the largest employer of blind and disabled individuals with over 750 employees statewide, 52 locations and 7 companies. Keystone’s vision is supported through an impressive record of achievement and performance.

Job Summary:

Keystone is searching for a creative and forward thinking innovator to lead our organization and successfully continue our mission to positively impact the lives of visually impaired and disabled individuals. The successful candidate will have proven leadership skills and possess the ability to engage employees, donors, advocates in addition to community partners to support our mission. We are seeking a proven leader to build on the foundation that has been set and strengthen the agency’s success for the future.

Responsibilities:

* Maintain legal compliance, assure filing of legal and regulatory documents and monitor compliance with relevant laws and regulations.
* Help Board of Directors determine the agency’s values, mission, vision, and short-and-long term goals.
* Ensure the agency’s relevancy to the community, its’ effectiveness and results.
* Promote a positive work environment through effective management.
* Provide general oversight of all agency activities, day to day operations, and assuring a smoothly functioning, efficient organization.
* Work closely with the board to articulate its’ own role and accountabilities, in addition to that of its’ committee members and evaluate performance regularly.
* Promote programs and services in a cost effective manner, employing economy while maintaining an acceptable level of quality.
* Oversee fiscal activities of the organization including budgeting, reporting and audit.
* Cultivate, solicit, and identify donor prospects.
* Facilitate the integration of the agency into the fabric of the community by using effective marketing and communication activities.
* Act as an advocate within the public and private sectors for issues relevant to the agency, its services and constituencies.
* Work with legislators and regulatory agencies, volunteers and representatives of the not for profit sector to promote legislative and regulatory policies that encourage a healthy community and address the issues of the agency’s constituencies.
* Hire, manage, support and retain senior leaders and management personnel.

**Qualifications**

A Bachelor’s Degree in Business Administration, Finance, Human Services or other related field. Master’s degree preferred

5 or more years in a Senior Management level role

Non-profit executive experience strongly preferred

Interested applicants should send resume, 3 letters of reference and salary requirements to:

KIM

P.O. Box 1845

Hermitage, PA 16148

Deadline to apply: September 21st, 2018

Equal Opportunity Employer: d/v/f/m

Company Website: [www.keystoneblind.org](http://www.keystoneblind.org)