**Blindness: Learning In New Dimensions (BLIND) Inc.**

**Assistant Director Job Posting**

For 30 years, Blindness: Learning In New Dimensions (BLIND), Inc. has provided small group instruction in the alternative techniques of blindness. Our programs are based on a positive attitude toward blindness and a belief in the normality and competency of blind people. We know that with proper training and opportunity, blind people can live happy, and successful lives. We apply the Structured Discovery learning model to create an environment that promotes active learning and self-efficacy where students can empower themselves. We are one of three training centers rooted in the philosophy of the National Federation of the Blind, and are located just blocks south of downtown Minneapolis. We are seeking an energetic and responsive individual to join our team in the position of Assistant Director.

**Duties and Responsibilities**

* Provide supervision and leadership in coordination with and in absence of the Executive Director
* Oversee maintenance of buildings and grounds at the 100 East 22nd Street property, including supervising part-time maintenance staff and contractors
* Supervise Youth Services Coordinator and Employment Specialist, while providing support to their programs and initiatives
* Edit and compile monthly reports for all program areas
* Assist in program development and enhancement in all other areas of the training center
* Work with the Executive Director to develop/renew contracts with state rehabilitation agencies and other vendors
* Communicate effectively both orally and written with staff, students, and stakeholders
* Assist in the recruitment and hiring of staff
* Assist in the recruitment of students
* Work with the Executive Director to evaluate center programming
* Assist in the development of the BLIND, Inc. annual budget
* Represent BLIND, Inc. at local, state and national NFB Conventions/events and at other professional gatherings in the field of blindness
* Assist in the development of community partnerships with BLIND, Inc.
* Work with Resource Development Coordinator on fundraising and grant opportunities
* Assist the Executive Director to develop/implement staff training and staff improvement initiatives
* Assist the Executive Director with student discipline, administering such discipline as appropriate in the absence of Executive Director
* Other duties as assigned

**Minimum Qualifications**

* Bachelor's degree from an accredited college or university
* Two years of professional experience in the field of blindness
* Management, supervisory, or leadership experience
* Outstanding oral and written presentation and communication skills
* Experience working with blind people and ability to be an effective role model
* Demonstrated proficiency in the use of nonvisual techniques
* Ability to successfully manage multiple priorities
* Ability to work effectively in collaboration with diverse groups of people
* Ability to keep up to date with federal and state laws related to blindness legislation
* Willing to travel to NFB national and state conventions and other venues representing BLIND, Inc.

**Preferred Qualifications**

* Masters degree in the field of blindness from an accredited college or university
* Experience working with the blind in an instructional setting using the structure discovery teaching model
* Previous supervisor or project management experience
* Demonstrated leadership experience
* Active involvement within the National Federation of the Blind

All employees of BLIND, Inc. are required to undergo staff training in order to ensure that they are fully competent and understand the experiences of students in training, and build a solid foundation in the beliefs of blind people. This training requires use of sleepshades and travel with the long white cane. Therefore, we are willing to work with sighted applicants who have a solid background in specific areas, and are willing to learn and practice nonvisual skills.

**Position Benefits**

* Medical benefits
* Employer-contribution to 403B retirement program
* Greater Minneapolis monthly transit pass
* Paid attendance (including transportation, lodging and stipend) at National Federation of the Blind, state and/or national conventions
* Paid holiday leave totaling 19 days annually on average
* Accrued additional paid leave based on hours worked

Interested applicants should submit a resume, cover letter, and three references by August 28, 2020 to Jennifer Kennedy, Executive Director, at jkennedy@blindinc.org.

Contact Jennifer Kennedy via email at jkennedy@blindinc.org, or at 612-872-0100 with any questions regarding this position.