**Executive Director, Pennsylvania Association for the Blind**

The Pennsylvania Association for the Blind (“PAB”) is seeking an innovative and enthusiastic executive director to manage our efforts and operations, as well as supervise members of our team. PAB is a statewide organization dedicated to supporting our network of member agencies by providing administrative support, funding, advocacy, and empowering assistance for Pennsylvanians to prevent, mitigate, prepare for, and manage blindness, vision loss, and similar impairment(s).

**TITLE:** Executive Director

**SUPERVISION:** PAB Board of Directors (PAB Board), Executive Committee

**APPOINTMENT:** Appointed by PAB Board upon recommendation by the Ad Hoc Selection Committee

**DAYS/HOURS:** 2-3 days (15-22.5 hours) per week, minimum of one day per week in the PAB headquarters located in Mechanicsburg, Pennsylvania is preferred. Candidate must be available to the Board of Directors and staff for critical needs of the business.

**POSITION SUMMARY:** Responsible for working with the Director of Programs and Administration and other support staff (employees), contractors, member agency Executive Directors/CEOs, and the Board to implement the PAB mission on behalf of member agencies and the services provided to Pennsylvanians who are blind or visually impaired.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- **Consult on PA Department of Human Services (DHS) contract**
  - Serve as primary point of contact for DHS relating to contract implementation, contract renewal, policy development, and funding levels.
  - With guidance from the PAB Board, provide direction, coordination, and oversight of the activities, messaging, and other efforts of any lobbying firm(s), contractor(s) and/or volunteer advocate(s) acting on behalf of PAB.
  - Collaborate with the PAB Board to determine an effective and efficient method and execution relating to distribution of funds to member agencies.

- **Advocacy and Marketing**
  - Develop and implement strategies to execute PAB’s funding and policy agenda with direction from the PAB Board.
  - Encourage grassroots engagement by PAB, it’s employees/contractors, member agencies, supporters, community leaders, like-minded persons, and other interested parties to advance the PAB advocacy agenda.
• Provide direction, coordination, and assistance to member agencies relating to the PAB advocacy agenda by:
  o Briefing member agencies on the PAB Advocacy Agenda through oral, written and electronic means
  o Notifying identifiable and identified PAB stakeholders of timely action requests on PAB Advocacy Agenda matters.
  o Identifying educational topics and subject matter experts to provide information on matters relevant to PAB and its member agencies.
• Work with the PAB Conference Committee to develop and implement and appropriate agenda for PAB’s annual conference.
• Represent the PAB and its members by speaking publicly at state or local meetings (and to the media) on matters relating to PAB’s mission, objectives, and matters of concern to the blind and visually impaired throughout Pennsylvania.
• Prepare and deliver testimony, position statements, fact sheets, informational handouts, press releases, and media pieces concerning the PAB Advocacy Agenda, related public policy efforts, as well as the needs and wants for individuals with visual impairments throughout Pennsylvania.
• Assist with drafting legislation, executive orders, ordinances, and other public policy efforts relating to the PAB Advocacy Agenda.
• Ensure articulation of and communication of the PAB’s desired image and position to external constituencies
• Create and implement comprehensive marketing and communications strategy that will enhance the position(s) and message(s) of PAB and its member agencies.

Member Support
• Counsel to member agencies and other PAB stakeholders on marketing, communications, and public relations relating to PAB interests.
• Assist PAB member agencies with timely and accurate information relating to how legislation, regulations, or other government action will impact PAB, its member agencies and persons with visual impairment throughout Pennsylvania.

Operations
• Provide direction and advise the PAB Board of Directors on financial operations including but not limited to: financial statements; audits; and tax returns
• Identify best practices for protecting and improving database and information technology applications used by PAB to serve its member agencies.
• Identify potential grant opportunities for funding and/or expanding PAB and member agency services
• Supervise a small staff of 2 employees and multiple contractors including, but not limited to, government relations, accounting and auditing.

OTHER DUTIES AS ASSIGNED:
• Represent PAB at programs and public functions, as necessary and/or advisable
• Other duties as assigned, and mutually negotiated by the PAB Board
MINIMUM QUALIFICATIONS:

- Bachelor’s degree, (e.g., B.S., B.A.) in business, management, or an applicable field of study is required. Graduate degree in business, management or an applicable field of study is desirable.
- Minimum of 10 years’ experience in executive management
- Experience in marketing, communications or public relations or public policy with demonstrated success is desirable
- Strong creative, strategic, analytical, organizational, and personal skills
- Excellent oral and written communication skills
- Superior ability to organize and prioritize
- Ability to work independently, as well as with others, as needed
- Ability to deal in a professional, warm manner with potential donors, families, clients and staff
- Experience working with a Board of Directors is desirable

LINES OF RESPONSIBILITY:

- This position reports to the Executive Committee of the PAB Board

COMPENSATION:

- $50,000-$60,000 depending on qualifications, travel and accommodations as may be negotiated with the candidate(s).

Please submit your expression of interest and resume to dblank@vrocp.org.

Pennsylvania Association for the Blind (PAB) is committed to the principle(s) of equal opportunity. PAB provides equal employment opportunities for all applicants and employees in a workplace without unlawful discrimination or harassment on the basis of actual or perceived race, color, ethnicity, national origin, ancestry, religion or belief, creed, sex, age, disability, medical status, pregnancy, military service or veteran status, marital/parental/family status, sexual orientation, gender identity or expression, genetic information, employment status, political affiliation, retaliation, other non-meritorious factor(s), or any other characteristic, status, or information protected by applicable federal, state or local law(s). This policy applies to all terms and conditions of employment, including recruiting, selection, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.