



Job Title: Executive Director

Reports To: Board of Directors Deaf and Blind Pathways Foundation, Inc. (DBPF)

Status: Exempt (salaried)

Salary: \$100,000 - \$120,000 depending on qualifications

Benefits: Healthcare, Retirement Plan, Life and Disability Insurance, Paid time off including holidays

ORGANIZATIONAL SUMMARY:

Originally formed in 1991 with a focus on enriching the education experience of Deaf students, the organization began offering affordable and appropriate housing for Deaf and Blind adults more than ten years ago. Recently, it rebranded itself as Deaf and Blind Pathways Foundation and is currently in a governance transformation from a board and volunteer-driven and operated organization to a board-governed, employee-driven, volunteer-supported organization. Simultaneously, it is further broadening its mission by more than doubling its physical plant and the number of people directly served, and by engaging with allied organizations to collaboratively offer wrap around services to the broader local and regional populations of the Deaf and Blind.

POSITION SUMMARY: This new Executive Director position encompasses responsibility for all operations of DBPF and will serve as the primary liaison to and representative of the Board of Directors. This chief executive implements the mission of DBPF and provides comprehensive leadership to affect the quality and growth of its operations, programs, and services. The Executive Director reports directly to the Board of Directors, is accountable to that body and responsible for assuring a complete and prompt flow of information to them about DBPF including but not limited fiscal, program, facilities, strategic relationships and general conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (will evolve as other staff are on-boarded)

Organizational Management and Oversight

- Build and sustain a strong and effective working relationship with the Board of Directors in assuring the DBPF mission and vision and pursue "Best Practices" in nonprofit management including direct involvement with Board officers in their respective roles.
- Build, prepare, and lead a competent staff (Management) that is committed to the DBPF mission and vision that cooperates effectively with key contractors such as Bookkeeper, CPA, Gift Administrator, Maintenance Team, School Workers.
- Share fully with the Board and engage Management appropriately in planning and implementing strategic growth that supports and furthers DBPF's mission and vision including involvement in collaborative efforts with other organizations.
- Oversee and direct all aspects of the daily operations of DBPF and assure the timely execution of its processes, initiatives, plans and related licensures or legal requirements.
- Work closely with Standing Committees to facilitate each's operational guidance in Education initiatives and Housing operations (especially in Property Management as supported by a volunteer Customer Service Team.)
- Engage with the Board in creating and sustaining other committees as needed as well as the effective and satisfactory involvement of volunteers.



- Oversee the development, maintenance, and implementation of policies and procedures with the approval of the Board of Directors.
- Fully cooperate with the Board in its growing human resources planning and functions.
- Assure that physical property is properly maintained and accords with current external regulations; ensure safety and security of people served, employees, volunteers, and visitors; manage the Maintenance Team.
- Advocate for those served by DBPF.
- Perform other duties as assigned by the Board of Directors.

Fiscal Management

- Work with the Board to develop and submit an annual fiscal operating budget for review and approval; generate and present timely related reports.
- Subject to board oversight, manage all budgets and budget activity.
- Manage all contracts and agreements and assure related actions promptly and professionally.
- Ensure timely preparation by contracted professionals of DBPF monthly financial statements, an tax returns, and audits/reviews as determined by the board; distribute such financial documents as directed and ensure timely presentation to the Board.
- Ensure that DBPF meets and exceeds all regulations, transparency, accountability, and reporting requirements of government entities, funders, board, and other stakeholders.

Public Relations and Resource Development

- Maintain working knowledge of significant news, developments, and trends in the local and regional community, inform the Board as needed, initiate appropriate related actions.
- Assure the development and implementation of marketing strategies and activities as needed and budget accordingly.
- Serve as the organization's spokesperson, ambassador, and public and media advocate, actively promoting the organization and its values in the community; meaningful participation in relevant professional organizations.
- Develop and maintain effective relationships with board-selected donors, allied agencies, and funders.

SUPERVISORY RESPONSIBILITIES:

- Directly supervise all DBPF Management and assure annual evaluations as staff are hired.
- Indirectly supervise all DBPF volunteers.
- Carry out supervisory responsibilities in accordance with the DBPF policies and applicable laws.

QUALIFICATIONS:

- BA or BS degree (preferably in management or business) or current Certification in Nonprofit Management
- Minimum 2 years executive management experience in a mission-driven nonprofit (or for-profit) entity



- ASL fluency and minimum 3 years in direct service of the Deaf culture; success and comfort in working with interpreters
- Expertise in supervising employees with a focus on accountability and professional development for a staff of at least 3
- Effective financial stewardship/experience managing an organization with an operating budget of at least \$500,000
- Expertise in working with a Board of Directors, functioning standing committees, and volunteers
- Sincere compassion and concern for Deaf, Blind, DeafBlind, and Hard-of-Hearing

SKILLS AND ATTRIBUTES

- Passion for the mission and vision
- Detail oriented, strategic thinking, visionary leader
- Experienced consensus builder
- Decision maker
- Ability to self-motivate, multi-task and delegate
- Effective in communications including written
- Adaptable, patient and thorough
- Personable, friendly and accessible
- Competence with basic Microsoft products and electronic information sharing
- Eagerness to integrate fully into the general deaf community
- Commitment to diversity and ethical management
- Commitment to professional growth

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Ability to work long hours with some flexibility
- Continuously required to stand, walk, and sit
- Occasionally required to bend, stoop, or kneel, push, pull, and climb stairs
- Continuously required to communicate
- Frequently required to type and write
- Frequently lift and/or move up to 10 pounds
- Required to utilize hand and finger dexterity
- Specific visual abilities required include close vision, distance vision, peripheral vision, night vision for driving, depth perception, and ability to adjust focus
- Occasionally exposed to outdoor weather conditions

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To Apply

If you feel we may be a good fit for each other, please visit www.deafblindpathways.org to fill out the application. Please submit the completed application, your resume, and cover letter via email to careers@deafblindpathways.org. Please email rather than call if you have specific questions. Employment contingent upon results of a criminal background check.



Deaf and Blind Pathways Foundation, Inc.
PO Box 1397
Morganton NC 28680
www.deafblindpathways.org
Email all inquiries/information to:
careers@deafblindpathways.org

EMPLOYMENT APPLICATION

SECTION 1: EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Deaf and Blind Pathways Foundation, Inc. (the “Employer” and/or “Company”) is an equal employment opportunity employer. It is the policy of the Employer not to discriminate based on race, color, ancestry, religion, national origin, age, gender (including pregnancy), gender identity, sexual orientation, physical or mental disability, marital, civil union or domestic partner status, military service, family medical history or genetic information, or any other factor protected by law in the hiring, promotion, payment or discipline of employees.

The Employer will not discriminate against a person with a covered disability under the Americans with Disabilities Act regarding employment practices, or terms, conditions, and privileges of employment.

If you are a person with a disability, you may request any needed reasonable accommodation to participate in the application process or interview process. This request should be made in advance so that we can make an accommodation. Reasonable accommodation will be made as appropriate to enable any employee or applicant to safely and properly perform the job applied for as requested and as appropriate.

SECTION 2: APPLICANT’S PERSONAL INFORMATION

NAME _____
(Print) First Middle Initial Last

PRESENT ADDRESS _____
(Print) Number Street

CITY _____ STATE _____ ZIP CODE _____

BEST PHONE NO. TO REACH ME: _____

HOME PHONE _____ CELL (ALTERNATE) PHONE _____

E-MAIL HOME _____ WORK _____
(OPTIONAL)

Are you 18 years old or older? Yes No

Are you legally eligible to work in the United States? Yes No



Position(s) applying for: _____

How did you hear about this position? _____

Can you perform the duties for the job for which you are applying with or without a reasonable accommodation based on the job description? *If you are unsure of the requirements of the position, please ask the Company representative for more information prior to answering this question.*

Yes No

Income expected \$ _____ Minimum income required \$ _____

If the position for which you applied requires you to drive while on duty, do you have a valid driver's license?

Yes No

Do you have any relatives or a spouse employed by this organization? Yes No

If yes, please provide names: _____

Have you ever been in the Military Service? Yes No

Have you ever been employed by this organization before? Yes No

If yes, give dates employed and indicate if employed under a different name:

Have you ever filed an application with this organization before? Yes No

If yes, when and indicate if filed under a different name:

SECTION 3: EMPLOYMENT HISTORY

(Please start with present or most recent employer) Current/Most

Recent Employer

Company Name _____ Telephone _____

Address _____
(Print) Number Street

City _____ State _____ Zip Code _____

Employment Dates (month/year) From _____ To _____

Starting Position/Title _____

Last Position/Title _____



Employment Dates (month/year) From _____ To _____

Starting Position/Title _____

Last Position/Title _____

Time in last position Years _____ Months _____

Wage/Rate of Pay Start _____ End _____

Supervisor's Name & Title _____

Reason for Leaving _____

Duties _____

Next Previous Employer

Company Name _____ Telephone _____

Address _____
(Print) Number Street

City _____ State _____ Zip Code _____

Employment Dates (month/year) From _____ To _____

Starting Position/Title _____

Last Position/Title _____

Time in last position Years _____ Months _____

Wage/Rate of Pay Start _____ End _____

Supervisor's Name & Title _____

Reason for Leaving _____

Duties _____

SECTION 4: EDUCATION

High school _____ City/State _____

Last year completed 1 2 3 4

Did you graduate? Yes No

College _____ City/State _____



Last year completed 1 2 3 4
 Did you graduate? Yes No

If yes, what degree(s) did you obtain? _____

Graduate Studies _____ City/State _____

Last year completed 1 2 3 4
 Did you graduate? Yes No

If yes, what degree(s) did you obtain? _____

Business/Trade/Professional School _____

City/State _____

Last year completed 1 2 3 4
 Did you graduate? Yes No

If yes, what degree(s) / certificate(s) did you obtain? _____

SECTION 5: REFERENCES

PERSONAL REFERENCES

Give the contact information of two (2) personal references of persons not related to you, whom you have known at least one (1) year:

Name	Address	Phone Number
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PROFESSIONAL REFERENCES

Give the contact information of two (2) professional references from supervisors, managers, administrators, or executive directors for whom you have worked:

Name	Address	Phone Number
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SECTION 6: PROFESSIONAL LICENSES, CERTIFICATIONS AND CREDENTIALS

Please indicate any job-related licenses, certifications, or credentials:



SECTION 7: APPLICANT STATEMENT OF AGREEMENT

I certify that all information I have provided to apply for and secure work with the Employer is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the Employer's service, whenever it is discovered.

I expressly authorize, without reservation, the Employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Employer, its agents, or representatives, for seeking, gathering, dispersing and using such information in the employment process and all other persons, corporations or organizations for furnishing same.

I understand that the Employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

I agree to immediately notify the Employer if I should be convicted of a felony or any crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse, or violence, while my job application is pending or, during my period of employment, if hired.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and Employer reserves the right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the an authorized representative of Employer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT AGREEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement of Agreement.

Signature of Applicant: _____ Date: _____

This application will be kept on file for 90 days. You need to complete another application to be reconsidered after this date.