

JOB DESCRIPTION:

POSITION: Beacon Lighthouse WF CEO

REPORTS TO: Board of Directors

STATUS: Exempt

Special Conditions: This position is open to current Beacon Lighthouse for the Blind employees only.

Closing date for applications: October 30, 2021

JOB PURPOSE:

Beacon Lighthouse for the Blind is managed by four managers reporting to the CEO. The CEO exercises direct supervisory responsibility over the managers of the departments (such as Ft. Sill base store, SAFB base store, Wichita Falls industry production plant and the accounting\financial offices). The CEO will develop and implement the Board of Director's Strategic Plan.

MINIMUM QUALIFICATIONS:

- Educational attainment of a Bachelor's degree.
- Four years of supervisory experience with a recent history of supervising a staff of no fewer than three people.
- Two years' experience developing and implementing a budget of not less than \$200,000 per year.
- A minimum of ten years paid employment history with organizations whose primary purpose is the training, rehabilitation and empowerment of blind and visually-impaired people.
- Professional-level facility with the Microsoft office suite; strong proficiency in Excel required.
- Strong organizational, interpersonal and communication skills.
- Recent hands-on experience working with the US and Texas government initiatives in assisting blind individuals to acquire training, tools and skills for employment or independent living.

BONUS QUALIFICATIONS:

- Fluency in braille.
- Current CPR and first aid certification.
- Bilingual abilities in English and Spanish.
- Strong familiarity with emerging blindness access technology and the changing tech needs of Texas' blind and low-vision community.

ACCOUNTABILITIES:**PROGRAM EFFICIENCY AND OPERATIONS**

- Supervise assigned department directors and evaluate performance of each department.
- Develop strong management techniques for staff time allocation in order to devote maximum contribution towards the creation and execution of new and expanded programs and services.
- Provide written narrative, statistical and budgetary reports at the Board's request
- Regularly evaluate effectiveness, relevance and market penetration of all programs supervised by this position.
- Collaborate with assigned managers in the development of annual departmental budgets and structuring of programs to maximize effectiveness, attendance, market penetration and engagement.
- Direct and collaborate with all assigned directors to ensure compliance with record-keeping and timely billing requirements; develop methods for all directors to easily provide monthly statistical and service progress reports.
- Work with directors to maximize the efficient use of Lighthouse personnel and resources for the greatest benefit to the blind and visually-impaired community.
- Work with all managers to develop a Lighthouse-wide set of connecting practices to ensure wherever blind people enter – plant, stores, offices, volunteer, community service, or employment – they will be encouraged to take advantage of the many opportunities the Lighthouse offers.
- Work collaboratively with all Lighthouse managers to develop new high-engagement programs and short/long-term community programs, to enhance the name recognition and awareness in the local communities.
- Originate, solicit and coordinate development of new, experimental or transformative activities and programs which will help community members to grow in their blindness and gain confidence and self-respect.

EXTERNAL RELATIONSHIPS

- Work to develop and maintain positive external relationships with consumers, vendors, referral sources and community partners.
- Represent the Lighthouse with community partners, allied organizations, media, donors and government agencies.
- Identify and collaborate with outside community programs, businesses, technologies and governmental agencies which might serve the blind and visually impaired to maximize full social integration.

ADMINISTRATION

- Chair regular weekly Administrative manager and monthly all-staff meetings.
- Represent Lighthouse at the full Board of Directors and board committee meetings.
- Design and implement Lighthouse departments and beneficial agency structural changes.

Hours of operation are Monday through Friday, 8-4pm. There will be some flexibility with the ability to work remotely on an as need basis. Benefits include: 401K matching up to 3%, health insurance, life insurance policy, dental insurance and vacation that grows with your time here.

TO APPLY:

Please submit cover letter and / or résumé as Word attachments to mike.patterson@msutexas.edu including the CEO Beacon Lighthouse WF job title in the subject line; thank you.