

Jeff Thom, President

CALIFORNIA COUNCIL OF THE BLIND
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CALIFORNIA COUNCIL OF THE BLIND



California Council of the Blind Executive Director Position Description

As a statewide membership organization, CCB's mission is to increase the independence, security, equality of opportunity, and quality of life for all Californians who are blind and low vision.

OVERVIEW:

The Executive Director of the California Council of the Blind (CCB) plays an integral role in implementing the development and future direction of the organization. The position will manage the day-to-day operations of the Council including the administrative functions, programs and strategic plan in accordance with the policies, procedures and priorities established by the Board of Directors. Other key duties will include fundraising, marketing and community outreach. The Executive Director will report to the Board of Directors through the CCB President. The position is based in the State Office located in Sacramento, California.

KEY RESPONSIBILITIES:

- Demonstrates leadership through collaborative efforts with the CCB Board to ensure that the mission, vision, strategic plan and goals are fulfilled through programs, services, fundraising, policy development, advocacy and community engagement; Takes a lead role in securing fiscal resources in support of CCB programs, services and activities;
- Interacts directly with the membership and other volunteers to promote, support and guide the organization's mission and strategic plan as defined by the Board of Directors;
- Hires, trains, supervises, evaluates and has dismissal authority for all CCB staff and contractors in consultation with the President;
- Directs all day-to-day staff functions and services provided through the State Office;

- Coordinates all fiscal management activities in collaboration with the Treasurer and President;
- Develops the CCB annual operating budget for review and approval by the Budget Committee and Board;
- Manages overall budget implementation;
- Represents CCB, or assists the President in identifying others to effectively represent the organization before state legislative, regulatory, or other entities affecting policy toward individuals who are blind or have low vision; and
- Undertakes special projects at the request of the President.

REPRESENTATIVE DUTIES:

- Leadership – Communicates effectively with the Board by providing timely and accurate information necessary for the Board to make informed decisions;
- Development – Undertakes fundraising efforts to secure diversified revenue streams including gifts, grants, bequests, memorial contributions, or specialized commitments such as trusts or annuities, in support of CCB programs and services;
- Programs and Services – Administers, supports and assesses programs and services offered by the organization in accordance with established goals and in a manner designed to optimize operational success;
- Operational Management – Performs day-to-day staff functions and member services in support of CCB chapters and committees;
- Fiscal Management – Carries out, in consultation with the Treasurer and President, fiscal duties including the signing of contracts and other instruments made, and entered into and on behalf of, the organization;
- Community Engagement – Maintains close working relationships with other professional, civic and private organizations including those serving blind and low vision persons and interprets trends in the fields of service in which CCB is involved.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Working knowledge of capabilities, issues and concerns impacting people who are blind or have low vision and skill in effective advocacy;

- Thorough knowledge of fundraising strategies and donor relations unique to the not-for-profit sector with expertise in grant writing and the cultivation of foundations, major donors and corporate sponsors;
- Strong analytical and problem-solving skills;
- Excellent interpersonal skills and ability to work effectively with people from diverse backgrounds;
- Excellent oral and written communication skills;
- Sound leadership, organizational management, administrative and team-building skills, including the ability to supervise staff and contractors;
- General knowledge of contemporary information management systems such as voice, data, server management and other technologies (e.g., Microsoft Office Suite and access technologies) utilized in the office environment;
- Working knowledge of digital and social media applications;
- Thorough knowledge of marketing and public relations strategies with an ability to engage a wide range of stakeholders; and
- Demonstrated ability to develop and manage strategic plans for not-for-profit organizations.

EXPERIENCE AND EDUCATION:

- Five to seven years of experience in positions of increasing management/leadership responsibility in a government or not-for-profit organization, preferably one serving a blind or low vision constituency; and
- Bachelor's degree or higher.