

JOB DESCRIPTION

Position: EXECUTIVE DIRECTOR

Reports To: Board of Directors

Salary: Full time and commensurate with experience

Qualifications: Masters Degree in Business or Non Profit Administration with a minimum of three years management experience or BA/BS in Human Services or equivalent with a minimum of five years management experience required. Proven experience with fundraising, grant writing, marketing, budget and financial management strongly desired. Thorough knowledge of Deaf, Hard of Hearing and Hearing cultures required as well as Sign Language proficiency. Strong people skills, diplomacy and public speaking abilities are necessary.

Responsibilities to Board

- Formulates yearly plans for achieving the philosophy, mission, strategies, annual goals/objectives and operating budget of Deaf Adult Services.
- Enable the Board of Directors to fulfill its governance functions.

Responsibilities to Organization Personnel and Programs:

- Ensures the organization's philosophy and mission is pertinent and practiced throughout the organization.
- Assumes responsibility for the organization's consistent achievement of mission and objectives.
- Maintain all staff and organization operations, including risk and facilities management.
- Serves as the chief spokesperson for the organization and ensures proper representation to its various constituencies.

Responsibilities to Community:

- Maintains active involvement in, and close relationship to, the Deaf and Interpreting community and in selected community activities related to the agency's area of practice.
- Responsible to address concerns or issues affecting agency, staff and community.
- Develop and maintain liaisons with other community agencies and organizations.

Applications can be downloaded at www.wnydas.org. Please send cover letter and resume with application to: Deaf Adult Services, Inc. Attention: Executive Director Search Committee, 2495 Main St. Suite 347, Buffalo, NY 14214 or e-mail to EDSEARCH@wnydas.org by Thursday, April 15, 2010.

