

Services for the Deaf and Hard of Hearing of Davidson County

Job Description for Executive Director

The responsibilities of the Director are to achieve the goals of the Services for the Deaf and the Hard of Hearing of Davidson County (SDHHDC) by developing partnerships with public and private entities and providing them with consultative and advocacy services; client services; providing training opportunities; coordinating volunteers; managing operational functions; and fundraising and grant writing.

Supervisory and professional responsibilities:

1. Schedule, direct, supervise and train all volunteers and staff
2. Recognize volunteers for their service
3. Attend regular Board meetings, maintaining collaboration with the officers of the Board regarding operations and projected plans
4. Maintain and comply with the property lease with Evan Properties
5. Gain knowledge, ability and skills through participation in activities and workshops available to promote professional growth
6. Have oversight of program platforms, such as the website and Flipcause
7. Maintain a professional attitude and conduct toward staff, volunteers and clients
8. Respect confidentiality of individuals served by SDHHDC
9. Arrange for interpreters when conducting presentations and ASL classes

Promoting SDHHDC's goals:

Public Awareness, Outreach, and Center growth:

1. Work with service providers regarding the specific needs of the deaf and hard of hearing community
2. Develop relations with civic organization to inform them about SDHHDC's services and educate them about Deafness, Deaf culture, access and accommodation laws such as
3. Develop public relations with all outside organizations to develop a network system and to provide services to the deaf and hard of hearing community and SDHHDC
4. Provide a current resource center which meets the needs of the Deaf and hard of hearing community
5. Plan, organize, and provide special projects designed to educate the public about deaf-related issues
6. Provide and manage fund raising and center expansion

Educational Outreach:

1. Provide workshops to consumer groups, service providers and other agencies on topics such as ADA and other accommodation laws, auxiliary aids, interpreter services, 911, assistive technology, employment, social services, emergency services, etc.
2. Develop and conduct workshops for the Deaf community that will empower members of the Deaf community
3. Provide American Sign Language and Deaf culture classes to the community

Community Development and Advocacy:

1. Monitor compliance of the Americans with Disability Act and other disability laws within the community and Davidson county
2. Provide advocacy services concerning employment, laws, medicine, and education
3. Encourage partnerships with other United Way organizations

Other responsibilities:

1. Report to and work closely with the Board of Directors involving them in policy decisions, fundraising and increasing overall visibility of the organization
2. Coordinate and implement program activities as directed by the Board of SDHHDC
3. Establish, update and maintain a Confidentiality Agreement with volunteers regarding client information
4. Develop and broaden a network of support services for the Deaf and hard of hearing of Davidson County
5. Maintain effective working relationships with community agencies and organizations
6. Coordinate plans for special events to support the needs of the center
7. Purchase office supplies and materials as directed by the board of SDHHDC
8. Maintain specific records of contacts, demographics, referrals and services to and from the center
9. Create and distribute required reports in a timely and accurate manner
10. Assume responsibilities for other related tasks and projects as they arise
11. Update annually and adhere to five-year strategy plan
12. Manage event venue

Education and experience:

1. At least two years of college, however, a bachelor' degree is preferred
2. Native or near native knowledge and use of American Sign Language (ASL) required
3. At least two (2) years of experience working with and advocating for the Deaf, hard of hearing, and hearing community
4. At least two years of management experience
5. Prefer experience working with a nonprofit organization
6. Previous experience and success in establishing relationships with individuals and organizations of influence including funders, partner agencies, and volunteers

Critical Skills and Knowledge:

1. Strong communication skills including ASL and written English
2. Ability to effectively communicate SDHHDC's mission to donors, volunteers and the overall community
3. Knowledge of Deaf culture and hearing loss
4. Understanding of disability laws such as ADA and IDEA, Communications and Video Accessibility Act, Hearing Aid Compatibility Act, Air Carriers Access Act, and Fair Housing Act
5. Knowledgeable about assistive devices for the deaf and hard of hearing and develop marketing strategies for the distribution of them
6. Ability to develop partnerships with public and private entities, the Deaf community, and volunteers
7. Understanding of and ability to budget, develop fund raising and write grants
8. Strong financial management skills including budget preparation, analysis, decision making and reporting
9. Strong organizational abilities including planning, delegating, program development and task facilitation
10. Ability to operate office equipment (computer, copier, Video Phone, TTY, Fax, etc.) and to use SDHHDC's database and related computer programs such as Microsoft Word and Excel
11. State issued driver's license hand have own vehicle
12. Able to lift up to 50 pounds
13. Ability to multitask
14. Ability to delegate
15. Know how to approach difficult people and diffuse conflicts.
16. Background check may be required