



**THE BLIND
& VISUALLY
IMPAIRED
CENTER**
OF MONTEREY COUNTY INC.

BVIC

The BVIC has served Monterey County residents since 1971. It offers a complete spectrum of services that help people adapt to the loss of sight. Collectively our staff provided support to 379 people last year. The majority of our clients are seniors who often have other age related health conditions. Our services are designed for the individual needs, abilities and goals of each person and are offered by our professional specialists in the comfort of your home, community and at the BVIC. Services include Training in Orientation & Mobility, Independent Living Skills, Support Services, Information and Referral, Assistive Technology and the Marjorie McNeely Low Vision Clinic. The Low Vision Services Coordinator, Orientation & Mobility Special and Rehabilitation Assistant provide outreach. An Optometrist who specializes in low vision attends the clinic two afternoons a week. The BVIC is a 501 (c) 3 non-profit organization.

Mission

To encourage and inspire people who are blind and visually impaired to transcend the loss of sight as contributing members of society. The vision of the BVIC to empower individuals to meet the everyday challenges of visual disabilities through education, support services, and skills training.

Position Summary

The Executive Director is responsible for providing administrative, operational, and financial and program leadership for the BVIC as well as facilities management and strategic planning. The Executive Director works closely with the Board of Directors, staff, and volunteers to support the BVIC's mission. The BVIC is an equal opportunity employer and does not discriminate on the basis of race, culture, age, disability, gender or sexual orientation.

APPLICATION AND INQUIRIES

Send cover letter, resume, and three references with contact information by email to vision@blindandlowvision.org or mail to 225 Laurel Avenue, Pacific Grove, CA 93950.

Review of applications will proceed as qualified applicants respond. They will continue until a suitable candidate is selected.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit to [any special requirements e.g., criminal records check].

225 LAUREL AVENUE
PACIFIC GROVE
CA 93950
TEL (831) 649-3505
FAX (831) 649-4057
vision@blindandlowvision.org
www.blindandlowvision.org



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Position: Executive Director
Salary: Salary negotiable; plus medical, dental & vision insurance; mileage reimbursement
Minimum 40 hours per week FTE
Holidays: Ten paid holidays per year
Paid Time Off: Up to 25 days
Retirement: An opportunity to participate in a simple IRA (six-month waiting period to join)
Qualifications: Minimum Equivalent to a Bachelor's Degree from an accredited college or university. Five years minimum experience in the non-profit sector
Responsible to:
Board of Directors

Duties and Responsibilities

Operational

- Manage daily operation and program development
- Develop, implement and maintain procedures and guidelines
- Assist in development of board policy, work with Board President in setting direction and priorities
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Budget & Finance

- Fund raising development, lead the BVIC in obtaining funding from individuals, planned giving and philanthropic community
- Grants; research, draft, submit and manage award
- Assure that sound financial practices and procedures are followed
- Develop annual budget in cooperation with the Board

Human Resources

- Staff- ensure that personnel are effective and efficient representatives of the BVIC
- Recruitment, supervision, evaluation, conflict resolution, risk management
- Assure compliance with agency personnel policies and make recommendations on policy changes as needed. Ensure that sound human resource practices are in place

Communications

- Public relations; serve as main BVIC representative to public, agencies and business community
- Engage and maintain working relations with community groups, funders and strategic partners to promote the goals of the BVIC and its clients
- Acknowledge and maintain communication with donors, volunteers and supporters



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Knowledge, skills, abilities

- Strong and respected leadership with professionalism and compassion
- Trustworthy-ability to work effectively and build trust among stakeholders as
- Respectful of confidentiality and integrity of the BVIC clients and information
- Flexibility in response to change and adapt to new methods and procedures
- Ability to organize, schedule and utilize time well.
- Excellent verbal and written communication skills and problem solving skills

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