**Executive Director / CEO**

**Dallas Lighthouse for the Blind**

**Dallas, Texas**

**ORGANIZATION:**

The Dallas Lighthouse for the Blind (the “Lighthouse”) is a 501(c)(3) nonprofit organization that has been providing opportunity and assistance to individuals affected by blindness in North Texas since 1931. We believe that with knowledge, training and motivation, people affected by blindness can succeed and thrive in any workplace, live productive and meaningful lives, and be important contributors to their communities. Our goal is to employ and/or provide assistance to as many visually impaired people as possible in the North Texas region we serve.

**POSITION:**

We are seeking an energetic, polished and accomplished business professional to lead the operations of the Dallas Lighthouse for the Blind. This person will be responsible for the day-to-day management of a dynamic, $12 Million operation consisting of manufacturing and distribution operations with over 150 employees, most of whom are visually-impaired, as well as providing occupational training and other human services to the visually impaired community in North Texas.

**RESPONSIBILITIES:**

Reporting to the Board of Directors, the CEO will lead and direct the day-to-day operations. Primary responsibilities are to:

* Oversee operation of the organization and ensure that all operational goals are met, particularly profitabilty.
* Possess a leadership style that empowers employees, encourages high performance and rewards productivity.
* Establish solid working relationships with the Board of Directors, the National Industries for the Blind (“NIB”), executives at peer Lighthouses around the country, commercial and governmental agency customers and potential customers to whom the Lighthouse sells product, and other such organizations with which support the Lighthouse’s mission.
* Create and execute a fund development strategy to strengthen and diversify funding sources to support the organization’s training and outreach programs.
* Build brand strategy and drive community awareness.
* Become well known in the community as the “face” of the organization.
* Assist in the process of approaching major donors for gifts.
* Oversee all aspects of Financial Management including budget preparation and the timely and accurate reporting of financial information.
* Effectively manage the human resources of the organization according to authorized personnel policies and procedures.
* Ensure all information technology systems are fully functioning and up-to-date.

**REQUIREMENTS:**

Ideally, we are seeking candidates that have the following:

* Bachelor's degree in business, management or finance is required and an MBA degree is preferred.
* Significant experience within the Lighthouse system and/or other entities serving the blind community is strongly preferred.
* Fifteen or more years of progressively advancing experience with day-to-day business operations, ideally in a manufacturing environment, is required.
* Significant experience in or knowledge of nonprofit accounting, including fund accounting, compliance, and reporting are desired.
* Excellent people skills, with experience collaborating in a diverse environment and with a dynamic team.
* Strong demonstrated administrative, leadership and managerial skills.
* A hands-on manager with integrity and a desire to work in a dynamic, mission-driven environment.

**COMPENSATION:**

The compensation will be commensurate with experience and will generally include salary plus an incentive bonus based on operating results, healthcare coverage, and a 403b plan, as well as other customary benefits.

**HOW TO APPLY:**

Please send resumes/CVs with a cover letter that briefly outlines your motivation for applying for the role, salary requirements, and available start date via email with the heading “Dallas Lighthouse CEO” to:

Attn: Melissa Hildebrand, [melissa.hildebrand@dallaslighthouse.org](mailto:melissa.hildebrand@dallaslighthouse.org)

Cc: Eric L. Kraft, [ericlkraft@gmail.com](mailto:ericlkraft@gmail.com)