



Deaf & Hard of Hearing Services
Executive Director
Job Listing

At Deaf and Hard of Hearing Services (D&HHS), our mission is to provide equal communication access, education and advocacy. From toddlers to seniors who are Deaf, DeafBlind, or Hard of Hearing, we come alongside to serve them in their pursuit of all life's opportunities. We have a dynamic team of individuals helping provide the community in West Michigan with a variety of offerings including excellent youth programming, hearing assistive technology, certified interpreters, workshops, American Sign Language classes and more.

To aid in furthering our mission at Deaf and Hard of Hearing Services, we are seeking a passionate Executive Director to organize and direct the operations of the agency. This includes but is not limited to advocacy, information and referral, education, public relations, fundraising and finances. All practice areas are expected to be in conformity with the mission and policies of the Board of Directors.

Responsibilities:

- *Outreach*
 - Coordinate a Public Relations program to enhance public understanding of the agency by ensuring a positive image and promotion of the community through an active referral network.
 - Advocate at the state, local, & legislative level as a subject matter expert of the needs in the community
 - Attend virtual or in person meetings and/or conferences relating to the Deaf, DeafBlind and/or Hard of Hearing community.
 - Communicate to businesses, hospitals, schools and all media outlets about D&HHS programs and services.
 - Provide advocacy through coordination with other agencies, public communications, and the referral of incidences of concern with ADA principles to the appropriate sources.

- *Development*
 - Develop and implement annual planning sessions with the Board of Directors and staff in order to update the strategic plan and meet the agency's mission.
 - Increase fundraising efforts by identifying potential revenue streams and collaborating with the Board, and Community & Partnerships Manager.
 - Execute contracts, grants, and commitments as authorized by the Board or established policies.
 - Maintain knowledge of local, state, and federal laws including pending legislation relating to the Deaf, DeafBlind and Hard of Hearing community.
 - Assure the adequate presence of staff and volunteers, within budget limits, for the timely completion of the agency's work.



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- *Collaboration*
 - Plan, organize, and oversee programs and services, assuring evaluations reflect a high level of quality.
 - Provide the necessary liaison and staff support to board members and committee chairs enabling them to properly perform their functions.
 - Offer feedback to the Board of Directors evaluating agency programs & services, and updates on issues related to the communities served.
 - Develop the organizational culture promoting transparency and collaboration throughout the agency.

- *Administration*
 - Perform duties within an employee lifecycle including hiring, annual performance evaluations, exit-interviewing, and dismissal processes.
 - Oversee the drafting and enforcement of all policies as set forth in the Employee, Interpreter, Mentor Program and Volunteer Handbooks.
 - Develop, implement and monitor the annual budget, and provide monthly reports to the Board of Directors.
 - Approve all expenditures as the budget details, and sign checks.

Requirements:

- A bachelor's degree or higher from an accredited program in a relevant field with management and administrative experience.
- Five or more years of immersion in Deaf, DeafBlind and Hard of Hearing culture & history, with demonstration of American Sign Language competency.
- Proven community leadership and staff team building, developing consensus around common goals defining best in class services for Deaf, DeafBlind, and Hard of Hearing communities in all endeavors.

Skills:

- Communicate effectively, engaging interpersonal skills through speaking, writing, and/or conversational signing while respecting all language modalities.
- Strategic and creative thinker who takes initiative to work independently and collaboratively in overcoming obstacles and fostering harmonious relationships.
- Strong project management skills easily balancing competing priorities, complex situations, and tight deadlines.
- Ability to establish connections and attend functions that enhance relationships with community stakeholders, local agencies, organization volunteers, and the general public.



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Benefits:

- Paid Vacation
- Paid PTO
- Bonuses
- 403B
- Flexible Schedule
- Professional Development

Position Details:

- Job Type: Full-Time, Exempt
- Salary: \$70-80k a year, commensurate with experience
- Expected Hours: 40 hours a week with some evening and weekend obligations.
- Reports to: Board of Directors

Work Location:

- Ability to Commute: 160 68th St SW, Suite 140, Grand Rapids, MI 49548
- Ability to Relocate: Grand Rapids, MI 49548 (Required to relocate before starting work, relocation assistance available)

Hiring Practices:

D&HHS honors and complies with federal and state laws regarding equitable practices. Employees have the right to work in an environment free of unlawful discrimination, including harassment, and receive reasonable accommodations under the Americans with Disabilities Act of 1990.

Prior to being hired, candidates will be subject to clearing background checks and the state sex offender registry. In addition, employees will be required to complete Form 1-9 information to confirm work authorization as well as be verified for employment.

Submission Process & Close Date:

To apply for this opening, please submit by November 30th, 2024 your resume, cover letter and three references to: edsearch@deafhhs.org. Please enter "D&HHS Executive Director - Last Name, First Name" in the subject line of your email. No phone calls please.