



JOB SPECIFICATION

POSITION TITLE: President & CEO
REPORTING TO: Board of Directors
LOCATION: Nashville, Tennessee

THE ORGANIZATION

Mission

To unite the Deaf, the hard of hearing and the hearing communities through education, services and support, empowering individuals to achieve their full potential.

Vision

There are no barriers for Deaf and hard of hearing people to reach their goals.

Funding

Bridges is fortunate to provide programs and services because of generous donations from local individuals, corporate sponsors, and foundations. Activities are funded in part by the United Way of Metropolitan Nashville, The Memorial Foundation, Baptist Healing Trust Foundation, The Frist Foundation, Sertoma Club, the Tennessee Department of Human Services, Metropolitan Nashville Government, and many others. Specifically, the organization has a revenue generating service that provides material support to our annual operating budget.

For information on the agency and other funders, please access Bridges on GivingMatters.com:
<http://givingmatters.guidestar.org/nonprofit.aspx?orgId=1841>

History

In the 1920s, a young middle Tennessee mother named Margaret Lane Washington learned that she was losing her hearing. At that time, middle Tennessee offered no help for individuals who were Deaf or hard of hearing. So Mrs. Washington moved to Washington, D.C., where she studied lip reading and became a certified lip reading teacher. Three years later, in 1927, she returned to her hometown of Murfreesboro and taught her first speech reading class at the Watkins Institute in downtown Nashville. Mrs. Washington's first class of 13 students became the nucleus of today's Bridges.

Today, we are a not-for-profit, service-based organization serving the middle Tennessee area and parts of Kentucky. We provide services to the unserved/underserved Deaf and hard of hearing populations across this service area. We carry on the dream and legacy of Mrs. Washington, helping thousands of people regardless of the type of hearing loss and method of communication. They represent all social and economic backgrounds.

What unites them is the common desire to live their lives to the fullest as active and contributing participants in our community.

For more information please visit our website at: www.bridgesfordeafandhh.org

THE POSITION

General Function:

The President & CEO is the senior most leader of the organization, providing strategic and managerial leadership. This leadership includes the daily operations of the agency its programs, and its relationships with the community-at-large. This executive focuses primarily on:

- Mission
- Fund development
- Strategic Planning
- Community relations and partnerships
- Staff, volunteer and board development, and
- Administration

Position Requirements:

The ideal candidate is someone who can manage multiple priorities and work effectively with diverse constituencies (staff, volunteers, donors, media, program participants, other nonprofits, and funding resources). This person must be able to effectively develop and articulate the agency's mission to the community resulting in the recruitment and mobilization of volunteers, donors and community advocates. The successful candidate should possess strong leadership skills. The person filling this position should possess a foundation of education and experience in nonprofit leadership and fund development. Must have the ability to converse in American Sign Language (ASL) or be willing to learn in the first year of employment.

Essential Functions:

- Administration of overall agency operations including management of daily operations and development of policy and program objectives for Board consideration.
- Oversee and be responsible for the execution and supervision of all development and/or fundraising goals and efforts of Bridges. This includes, but is not limited to, all corporate, individual, and foundation fundraising campaigns, grants and all fundraising events.
- Providing information and recommendations to the Chair of the Board, Board Committees, and the Board of Directors in the creation of policies, programs, and strategic direction of the organization; supporting all activities as set forth by the Board of Directors; assisting with the coordination of Board meetings to include scheduling, location, development of agenda and meeting materials. This will also include attendance and participation at committee meetings as appropriate.
- Responsible for the execution and supervision of all marketing and community development activities of Bridges.
- Oversee/management of business development/revenue generating and agency growth opportunities.
- Oversee the management of all program and services of the agency.
- Full responsibility for the management and maintenance of the agency facilities and grounds.

- Fiscal management of the organization, including the development and implementation of an annual budget and the development and implementation of strategies to control costs and increase agency revenues.
- Representing Bridges at functions, and professional conferences as necessary to maintain Bridges's profile in the local, regional, and national communities; identifying opportunities to collaborate, support and receive support from other businesses and organizations. This includes acting as liaison with other nonprofit organizations.
- Leadership of staff in the development and implementation of short and long range plans, policies and other activities.
- Management of staff members, including interviewing, hiring; training; planning, delegating and supervising work; scheduling; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- In collaboration with the Board ensures compliance with legal and other regulatory requirements; implement appropriate control systems as required.
- Plan and direct agency information systems.

THE RIGHT CANDIDATE

Education and Experience Required:

- Minimum of six years' experience in executive management.
- BA or BS required; Master's degree preferred.
- Sound knowledge of nonprofit business practices required.

Key Competencies for Success:

- Outstanding ability to build interpersonal relationships at all levels.
- Excellent communication skills, both written and verbal, including public speaking to large groups.
- Proven ability to establish, build, and nurture partnerships.
- Strong strategic leadership, fund development ability.
- Demonstrated passion for the Deaf and hard of hearing community.
- Ability to think strategically and make good decisions under pressure.
- Sense of urgency and a call for action.
- Highest level of confidentiality.
- Proven leadership, teambuilding, and organizational skills.
- Proven ability to maintain integrity in a fast paced and high-demand environment.
- Proven ability to manage to performance goals. (Meet or exceed)
- Ability to analyze and process high volumes of information; multi-task, manage priorities; follow through.
- Highly creative/influencer – works to help business leaders embrace new ways of operating.
- Ability to interact with people from all ethnic backgrounds, ages, and lifestyles.
- Must have the ability to converse in American Sign Language (ASL) or be willing to learn in the first year of employment.

To apply, please submit a resume and a letter of interest to:

Bridges Search Committee
 c/o Center for Nonprofit Management
megan@cnm.org