

Executive Director

Who We Are:

Desert Voices is a small school that makes a BIG impact. Our mission is to teach each child, who is deaf or hard of hearing, the oral language skills needed to talk and understand when spoken to. Our goal is to prepare the child and their family to mainstream into their school of choice with hearing children their age.

We are committed to building and supporting a diverse and inclusive team. We know we can only achieve our goals by creating a team of differing perspectives, social circumstances, values, and abilities, including members of historically marginalized communities.

Our Why, How & What:

At Desert Voices, we believe in an oral education option for children with hearing loss so they now and in the future have equal access to a life of learning.

Desert Voices passionately works together to foster initiative and creativity. A community that empowers one another through effective communication, collaboration, accountability and openness with our students, families and community. We are an organization that exudes hope and joy.

Desert Voices provides early and intensive direct instruction and parent coaching within the education environment. We teach children with hearing loss to achieve age appropriate oral language and to build literacy skills. Our goal is for children with hearing loss to be equipped with the skills needed to thrive in a mainstream learning environment.

The Perfect Fit:

You are a leader with a drive to champion a mission driven non-profit. A person that is creative, passionate, and can envision elegant solutions where others see only roadblocks. You have an innate ability to collaborate with teams to build relationships and deliver great results. You understand how to take the vision of Desert Voices and translate it to tactical steps to execute. A team player with an upbeat, positive attitude that has experience dealing with a wide variety of different perspectives and doesn't mind diving into the details or popping up to the bigger picture. A storyteller that provides metrics as we move along in our journey. Someone that thrives on setting goals, demonstrating progress, and moving things forward. Excited by growing your career with us and bringing magic to everyday organizational experiences.

The Job:

The Executive Director is the key position on the Desert Voices Leadership Team and will work across the organization to support team members, community partners, board of directors and families in creating opportunities for all students to reach their full potential. This position will be responsible for leading the fundraising, financial reporting, team development and management of an independent school. They will design and execute annual fundraising goals, manage financial reporting to the board of directors,

and create a positive school-wide culture. This position requires a thorough understanding of Desert Voices' vision, mission and core values. The successful candidate must possess strong relationship-building skills and is expected to play a proactive and visible role with all constituents.

Key Metrics – *The primary metrics for the position include:*

- Meet budgetary targets
- Meet enrollment targets
- Meet fundraising targets

Organization Alignment:

- Reports to the Board of Directors
- Collaborates with all members of the leadership and management team
- Collaborates with Key Community Partners
 - Arizona State Schools for the Deaf and Blind (ASDB)
 - Phoenix Children's Hospital
 - Local School Districts - currently 13
 - Arizona Early Intervention (AzEIP)
 - Pediatric Audiologists
 - Pediatric Cochlear Implant Teams/Surgeons

Essential Duties & Responsibilities:

- Develop and execute a \$750K annual fundraising plan.
- Fundraising efforts should include events, campaigns, donor cultivation and foundation grants.
- Financial responsibility for \$1M to \$1.5M annual budget.
- Reporting financial metrics to the board of directors during monthly or quarterly meetings.
- Lead required annual audit.
- Develop strategies designed to improve employee engagement and attract/retain the best talent.
- Research and deploy recruitment, compensation, and benefit strategies to attract and hire diverse, high-quality team members.
- Manage, coach, and direct team members.
- Oversee & engage in team member disciplinary meetings, terminations, and investigations.
- Engage community partners to foster collaboration and mutually beneficial partnerships.
- Review & provide feedback on quarterly and annual educational reports.
- Partner with the leadership and management team to plan and execute the organization's annual initiatives.
- Maintain knowledge of listening and spoken language educational trends, best practices.
- Identify metrics to measure success of educational programs.
- Other duties as assigned.

Key Competencies & Skills:

- **Expert Listener:** Demonstrated ability to hear differing perspectives, influence, and gain consensus.
- **Communication and Collaboration:** Excellent interpersonal, coaching, presentation, oral, and written communication skills.
- **Entrepreneurial Spirit:** Independent thinker with a creative vision on how to tackle diverse problems. Not above jumping in where and when needed.
- **Action Oriented:** Strong organizational skills, including the ability to manage multiple concurrent initiatives while paying close attention to the details.
- **Inspirational Presence:** Be Desert Voices' ultimate cheerleader to help team members, parents and community partners understand how their work contributes to end goals.
- **Strategic Thinking and Analytical Skills:** Ability to look at each problem from many different angles to find innovative and simple solutions.
- **Data-Driven Problem Solver:** Solid business acumen, management reporting, and problem-solving abilities.
- **Conflict Management:** Excellent interpersonal, negotiation, and conflict resolution skills.
- **Priority Setting:** Ability to prioritize tasks and delegate them when appropriate.

Qualifications:

- BS/BA degree required.
- P&L responsibility.
- A minimum of 3 years of management experience preferred.
- Non-profit experience preferred but not required.
- Success developing, coaching, and mentoring teams with at least 2 direct report(s).
- Proficiency with or the ability to quickly learn the organization's collaboration systems: MatchMaker donor Management System, Google Suite, Quickbooks, ChildPilot and Gusto

Compensation:

Commensurate with demonstrated skills and experience and to include a generous benefits package:

- Health, Dental & Vision Benefits
- Long term disability & Life Insurance
- 401(k) Plan with 3% match, vested immediately
- Paid Personal Time Off
- Hybrid Work Model
- Relocation Allowance

How to Apply:

If you have an entrepreneurial spirit, are an out of the box thinker, committed to supporting a collaborative workplace, and believe that better experiences shape a better workplace—we'd like to hear from you. For consideration, please submit your application via executivedirector@desert-voices.org