



VisionLink

Connecting people with vision loss
to resources for life.

Job Title: Director of Programs	FLSA (Exempt/Nonexempt): Exempt
Manager: Chief Program Officer	Department: Education & Training
Date: December 2021 Revised: February 2023	

Caring is at our Core!

Our Vision:

VisionLink seeks to inspire all who are living with vision loss to thrive.

Our Mission:

VisionLink is dedicated to assisting all who are living with vision loss to achieve greater independence through excellence in education and wrap-around support services that advance necessary skills and establish meaningful community connections. VisionLink is committed to collaborating with local, regional and national partners to broaden access to resources and opportunities that enable those we serve to live their lives to the fullest.

Our commitment to Diversity, Equity, and Inclusion:

VisionLink is fully committed to diversity, equity and inclusion. We embrace the diversity within our organization and within the multi-faceted community we serve. We embrace the principles of equity, fairness, and inclusion and we remain committed to best practices for providing anyone, anywhere on the vision loss continuum with the education, tools, and wrap-around services that they need to navigate their communities, manage their specific visual challenges, and live their fullest lives.

At VisionLink we realize that there are many forms of diversity including racial, gender, sexual identity, cultural, religious, economic, ability and disability, and we work diligently to be open and welcoming to all. Our work is collaborative – with those we serve, with our professional staff, with healthcare professionals, with community partner organizations, and with other human services agencies regionally and nationally. We believe that this collaborative framework, across disciplines and communities, as well as our commitment to serving those with vision loss makes our organizational efforts more diverse, more equitable, more inclusive, and more sustainable over time.

Job Summary:

Reporting to the Chief Program Officer, the Director of Programs manages all activities and functions associated with Educational Programs at VisionLink. The Director is responsible for the operational and administrative work in the planning, development, coordination, implementation, monitoring, and continuous improvement of education and training programs. The Director ensures that program goals and objectives are accomplished in accordance with established priorities and in alignment with the mission of VisionLink, through

person-centered planning. The Director will accomplish the activities of the role while modeling VisionLink's commitment to promoting independence, skill-building, collaboration, dignity, and respect.

Essential Functions:

- Provide leadership and support to Education staff, including pedagogical guidance, feedback, and program evaluation
- Provide instructional support in the design, application, and delivery of new and existing educational programs
- Collaborate with staff and confer with subject matter experts to maximize the impact of VisionLink educational programs based on VisionLink course objectives
- Analyze and apply trends and best practices in curriculum development and administration, and instructional design
- Oversee the organizational goals of educational programming and develop the strategies to accomplish them, including scheduling and evaluation
- Monitor and track programs and participants' progress through each program, including the use of operational tracking systems
- Identify, recruit, and hire (with support) instructors for the educational programming
- Provide processes to assure continuous improvement based on participant and student feedback and adherence to best practices
- Manage metrics related to program participation, participant goal development and attainment, and additional quantitative and qualitative information as required; develop and maintain KPI, statistical, and outcome reports
- Manage and track department budget and expenses
- Model professional conduct and leadership with an abiding commitment to a positive and constructive interface VisionLink staff, program participants, volunteers, and organizational partners
- Provide a welcoming, safe, accessible, and inclusive environment for learning for all participants, staff, and stakeholders
- Willingness to learn the nuances of the Vision Loss community and develop a nuanced sensibility for the needs of the VisionLink targeted population.
- Communicate effectively and efficiently, verbally and in writing
- Perform special projects and other duties as assigned

Managerial Responsibilities:

- VisionLink Instructors
- Contracted Instructors

Key Performance Expectations:

- Treats all individuals with courtesy and respect at all times
- Establishes and maintains good working relationships and partnerships
- Is open to differences, ideas and suggestions
- Communicates effectively
- Makes and keeps commitments
- Adheres to established policies and procedures
- Does not participate in non-productive activities or conversations

Qualifications:

- Experience with program evaluation and the metrics associated with educational impact
- Minimum of five (5) years in a supervisory capacity and/or organizational leadership experience
- The ability to work independently with little supervision
- Experience with cloud-based software; Salesforce preferred

- Intermediate experience using Microsoft Excel
- Experience working in the disability community, healthcare setting, or related field preferred
- Bachelor's degree required in health, social services, or education related fields
- Master's degree preferred, with a combination of appropriate education/experience
- Non-profit experience preferred
- Operational experience is a plus

Other:

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as the exhaustive statement of duties, responsibilities, or requirements. I have read the Community Outreach Specialist job description and understand the functions and objectives of the position.

We believe all individuals participating in VisionLink programming should take part in the development of personal goals tailored to how they wish to live and function with the level of vision they possess. Participants should be supported to learn new skills to help achieve their goals based on the best practices instituted and approved by VisionLink. As a member of the team, you agree to promote and not deviate from the teaching curriculum of VisionLink.

Please send resume to Beth Deering, Chief Program Officer, at beth.deering@visionlinkphl.org.