

**POSITION DESCRIPTION**

**Position Title:** Executive Director, ERI

**Reports To:** SVP Foundation and Mission Services

**Business Unit:** Foundation and Mission Services

**POSITION SUMMARY (Briefly describe the purpose of the position)**

Oversee the daily operations and strategic growth of the Envision Research Institute. Responsible for scientific and community outreach, and ERI interaction with other Envision departments. Fiscal oversight of ERI. Report to and seek council from SVP and advisory panels.

**KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS INCLUDE (List in order of importance)**

* Set scientific strategic plan
* Fiscal oversight of ERI budget planning and reporting
* Facilitate collaborations with other departments
* Oversee chief scientist, lab manager and grants/research administrator
* Participate in professional education strategic planning (Envision University and Envision Conference)
* Develop strategic partnerships within academia and industry
* Develop intellectual property policies
* Develop technology transfer practices, working with business development and other relevant departments
* Responsible for ERI public relations and outreach
* Responsible for donor and stakeholder communications, including leveraging advisory panels (SAP and SDAP)
* Fundraising for fellowship program and ERI operations, includes institutional level grant applications
* Establish program evaluation protocols to continuously evaluate Envision programs and support development/fundraising efforts
* Develop and implement ERI programs as appropriate to support the continuing education of ERI researchers (visiting scholars, lecture series, journal club).
* Staff development
* Deliberate shaping and sustaining of ERI’s culture: fun, rigorous, relatable

**JOB REQUIREMENTS INCLUDE (List as required or preferred)**

**Education:** PhD in psychology, biology, neuroscience, vision science, engineering, human factors or other field relevant to the study of blindness and visual impairment.

**Experience:**

* Minimum of 5 years research experience (industry or academia)
* Minimum of 3 years leadership experience
* Successful grant writing experience
* Non-profit agency experience a plus.

**Knowledge/Skills:**

* Must possess excellent written and verbal communication skills with ability to:
	+ Think strategically
	+ Develop written strategic and financial plans
	+ Understand the impact of research on Envision’s business activities
	+ Orally present to expert and non-expert audiences
	+ Communicate effectively with scientists, engineers, software developers and business persons
* Strong logic and reasoning skills (e.g. programming skills)
* Knowledge of federal granting system
* Knowledge of non-profit and foundation grant opportunities
* Must be well-respected in his/her field of scientific study
* Work independently
* Excellent problem solving skills.

**Licenses/Certifications:** N/A

**SUPERVISORY RESPONSIBILITIES**

Total Number of Employees Directly Supervising: \_2-3\_\_

Number of Subordinate Supervisors Reporting to Position: \_1\_\_

**VISION REQUIREMENTS INCLUDE (check one)**

 ***Can be performed with or without assistive technology:***

\_**X**\_Required to perform activities such as: preparing/analyzing data/figures; viewing a computer screen; reading; inspecting small objects for defects; using measuring devices; and/or assembling parts with close eye contact.

\_\_\_Required to perform activities such as: operating machinery and/or power tools at or within arm’s reach; performing non-repetitive tasks such as carpentry work or repairing machinery.

\_**X**\_ Required to review/inspect own assigned work, the work of others, or facilities or structures.

***Requires normal (or corrected to normal) vision/acuity:***

\_\_\_ Required to operate motor vehicles and/or heavy equipment such as forklifts.

**COMMENTS**

*Envision, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without illegal discrimination because of race, color, sex, age, gender identity, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law.*

*Envision employs and advances in employment individuals with disabilities and veterans, and treats qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.*

*Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

*This position description is intended to convey generally the duties of this job. It is not an all-inclusive listing of duties, and it is not a contract, expressed or implied.*

**PHYSICAL REQUIREMENTS INCLUDE**

***In an average workday, employee must (check one frequency for each task):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | None | Occasional | Frequent | Constant |
| Stand | [ ]  | [ ]  | [x]  | [ ]  |
| Walk | [ ]  | [ ]  | [x]  | [ ]  |
| Sit | [ ]  | [ ]  | [x]  | [ ]  |
| Bend/stoop | [ ]  | [x]  | [ ]  | [ ]  |
| Climb | [ ]  | [x]  | [ ]  | [ ]  |
| Reach above shoulders | [ ]  | [x]  | [ ]  | [ ]  |
| Squat/crouch/kneel | [ ]  | [x]  | [ ]  | [ ]  |
| Push/pull | [ ]  | [x]  | [ ]  | [ ]  |
| Lift | [ ]  | [x]  | [ ]  | [ ]  |
| Usual amount | [x]  <10 lbs | [ ]  11-25 lbs | [ ]  26-50 lbs | [ ]  51+ lbs |
| Carry | [ ]  | [x]  | [ ]  | [ ]  |
| Usual amount | [x]  <10 lbs | [ ]  11-25 lbs | [ ]  26-50 lbs | [ ]  51+ lbs |

***Employee must use hands for repetitive action such as (please check all):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Right | Hand | Left | Hand |
| Simple grasping | [x]  Yes | [ ]  No | [x] Yes | [ ]  No |
| Firm grasping | [ ]  Yes | [x]  No | [ ] Yes | [x]  No |
| Fine manipulation | [x]  Yes | [ ]  No | [x] Yes | [ ]  No |

**WORKING CONDITIONS INCLUDE**

***In an average workday, employee is exposed to (check one frequency for each task):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | None | Occasional | Frequent | Constant |
| General shop or store conditions | [x]  | [ ]  | [ ]  | [ ]  |
| General office environment | [ ]  | [ ]  | [ ]  | [x]  |
| Humid, extreme hot/cold temps (non-weather) | [x]  | [ ]  | [ ]  | [ ]  |
| Outdoor weather conditions | [x]  | [ ]  | [ ]  | [ ]  |
| Fumes or airborne particles | [x]  | [ ]  | [ ]  | [ ]  |
| Fluorescent lights | [ ]  | [ ]  | [ ]  | [x]  |
| Moving, mechanical parts | [x]  | [ ]  | [ ]  | [ ]  |
| Toxic chemicals | [x]  | [ ]  | [ ]  | [ ]  |
| Loud noise intensity levels | [x]  | [ ]  | [ ]  | [ ]  |
| Risk of electrical shock | [x]  | [ ]  | [ ]  | [ ]  |
| Travel for job | [ ]  | [x]  | [ ]  | [ ]  |