



Memphis Oral School for the Deaf  
*Empowering Deaf Children to Listen, Learn, and Talk*

## Title

### Executive Director

### Speech and Hearing Center of the Mid-South dba Memphis Oral School for the Deaf (MOSD)

## Description

Memphis Oral School for the Deaf with early intervention programs and clinical offices in Germantown, TN serves Memphis and the surrounding areas of TN, AR, and MS. MOSD provides preschool classrooms for children with hearing loss ages 2-6 and clinical services in speech therapy and audiology to clients from the community.

The ideal candidate for Executive Director will be a leader with a strong commitment to our vision and mission.

## MOSD Mission and Vision

Our mission at Memphis Oral School for the Deaf is **empowering deaf children to listen, learn, and talk**. Our vision is to serve all children with hearing loss regardless of their ability to pay, preparing them for successful entry into kindergarten with speech and language skills that will enable them to develop literacy skills, communicate verbally with their hearing peers, and achieve success in their academic and career goals.

## The Organization

Speech and Hearing Center of the Mid-South dba Memphis Oral School for the Deaf is a multifaceted program serving children and adults from the Mid-South area. Our program components include:

- **Sound Beginnings** Family Training Program for children with hearing loss ages birth-2 and their families
- **Sound Transitions** Auditory/Oral Developmental Therapy Program for children with hearing loss ages 1-3 and their families
- **MOSD Preschool** for children with hearing loss ages 2-6
- Mainstream Consultation Services for children who have graduated from MOSD and entered classes in a mainstream school to provide support for the student and their teachers
- Speech and Hearing Center of the Mid-South- which provides clinical services to children and adults including:
  - Audiological evaluations
  - Cochlear implant mapping and monitoring
  - Aural habilitation therapy
  - Speech and language evaluations
  - Speech and language therapy

## The Position

The Executive Director reports directly to the MOSD Board of Directors and is responsible for the overall success of MOSD including operational excellence of all programs, program impact, and long-term financial sustainability of the organization. The Executive Director will be accountable for carrying out and protecting the vision and collective goals of the Board and serves as the public face of the organization.

## Responsibilities

### Leadership

- Develops and maintains a strong team that is accountable for day-to-day functions at MOSD and ensures that activities are consistent with MOSD mission and goals.
- Ensures that all staff members are motivated to contribute fully to the mission and values of MOSD and enhance program effectiveness.
- Provides support to all administrative staff with close collaboration with Educational Services Director, Development Director, and Business Operations Director.
- Demonstrates growth mindset to develop and sustain positive team culture.
- Recruits excellent personnel candidates. Interviews and hires teaching/professional staff with input from Educational Services Director and Business Operations Director.
- Continually looks for opportunities to build and enhance donor relations, financial stewardship, and resource management.
- Provides leadership to TN Legislature regarding the educational needs of children with hearing loss in an effort to build funding sources and collaborations.
- Actively participates as representative and committee member for OPTION Schools.
- Cultivates relationships with community members and donors.
- Provides team-building and leadership training for staff and board annually.
- Demonstrates assertiveness in decision-making yet maintains an open-door policy for staff and stakeholders.
- Demonstrates integrity through commitment and accountability and builds trust through communication.
- Encourages cross-departmental collaboration and support among all staff.

### Program Development

- Monitors and evaluates programs and services to children ensuring that all short- and long-range plans are developed to improve and broaden service delivery.
- Continues to promote MOSD as the leading resource for children with hearing loss in the Mid-South.
- Ensures programs are developed in line with MOSD mission.
- Engages with staff and families served by the organization.
- Actively pursues opportunities to improve operations and effectiveness through collaboration with Educational Services Director, Business Operations Director, Administrative Staff, and clinic staff within Speech and Hearing Center of the Mid-South.
- Ensures compliance with all licensing and accreditation guidelines.
- Participates actively within the OPTION Schools network to ensure best practices in developing listening and spoken language skills in our students at MOSD.
- Maintains relationships with university and hospital personnel to promote research and collaboration.
- Maintains strong relationships with United Way and other individual contributors and donors.
- Oversees grant writing initiatives through communication and peer review.
- Responsible for maintaining grant funding and reporting guidelines, specifically Oberkotter and Assisi grants.

## **Organization and Management of Staff**

- Ensures the development of a strong and effective team that works as a cohesive unit in achievement of program objectives through ongoing evaluation, coaching, training, and professional development.
- Maintains communications with Educational Services Director to provide support of school operations and educational/professional staff
- Conducts monthly coaching sessions with administrative staff for ongoing, consistent communication
- Oversees speech clinic staff on maintaining a full case load, monitoring waiting lists, timely follow-up on referrals.
- Ensuring smooth operations and protocol for billing, credentialing, and client paperwork.
- Reviews clinic operations for ways to improve/expand services offered and revenue opportunities.
- Reviews and develops employee and organizational policies.
- Conducts performance reviews for Administrative Staff.
- Collaborates with Educational Services Director on performance reviews for educational and professional staff
- Collaborates with Business Operations Director on employee contract renewals and identifies raises for staff.
- Maintains salary schedule guidelines to ensure appropriate movement of salaries for individual positions.
- Ensure grant contract requirements, specifically under TEIS/DIDD, are achieved through supervision of Educational Services Director.
- Oversees building facilities and maintenance needs.
- Identifies and maintains contracts for building maintenance needs, repairs, and future expenses.
- Demonstrates a willingness for “sweat-equity” in property maintenance, when possible, and encourages staff to engage through volunteer support.

## **Board Relations**

- Provides appropriate and timely advice, background information, and briefing materials to the Board in carrying out their range of governance responsibilities.
- Ensures that Board Members are kept abreast of all relevant information about MOSD activities.
- Attends and participates in all full monthly Board meetings and participates in Committee meetings, as needed.
- Submits a monthly report to the Board regarding the ongoing operations of MOSD.
- Attends bi-monthly executive committee meetings to address important operational topics.
- Actively supports Board Chairman with efforts to expand membership and committee duties to enhance effectiveness of the board.
- Actively participates on Finance and Executive Committees.
- Actively recruits individuals for prospective board membership.

## **Financial and Administrative Management**

- Oversees the ongoing implementation of effective financial and administrative systems and ensures the most effective utilization of financial resources within established budgets.
- Identifies opportunities to foster financial stewardship to ensure smooth operations.
- Plans and prepares monthly financial budgets to anticipate potential income and expenses, not limited to monthly cash flow forecasting.
- Works alongside Finance Committee to build short- and long-range strategic plans for program expansion and capital improvements.
- With Business Operations Director, prepares an annual budget that is submitted to the Board for approval.

- Collaborates with Business Operations Director for annual audit, maintaining compliance with record-keeping and financial transactions.
- Ensures smooth process of invoices and payments, collaborating with Administrative Assistant and Business Operations Director weekly.
- Reviews and approves employee benefits.
- Review and approves admin staff time off requests.
- Identifies ways to increase revenue and expand portfolio through communication and collaboration with Finance Committee and Financial Advisor.
- Ensures compliance with the State of Tennessee through timely annual renewals.
- Point of contact on all state, government, and legal contracts or services.

## **Fundraising**

- Identifies, cultivates, and solicits donors.
- Demonstrates support of Development Director and team to drive successful implementation of fundraising events and campaigns.
- Ensures development activities are in line with MOSD mission.
- Ensures excellent verbal and written content on all platforms and reviews written grant requests.
- Conducts daily collaboration meetings with Development Director to ensure smooth operation of the fundraising and donor management initiatives
- Aids the Development Director in planning and oversees the production of all fundraising events.
- Attends all fundraising events.
- Researches grant guidelines, and submits written grant requests to foundations, corporations, and businesses that reflect the unique needs of our children and MOSD and the necessary funding to meet those needs.
- Submits grant reports in a timely manner.

## **Marketing and Communications**

- Oversees the development and implementation of comprehensive marketing and communications program and strategies that support the achievement of the goals and objectives of MOSD.
- Provides on-site tours and off-site presentations to educate the public about the effects of hearing loss on language development and the unique role that MOSD plays in helping children with hearing loss learn to listen and talk.
- Demonstrates effective delivery of organization mission and knowledge of services through public speaking.
- Identifies opportunities for community networking with other non-profit leaders.
- Works closely with volunteers from United Way, corporations, and businesses in the community to develop personal relationships and support for MOSD.
- Maintains oversight of all social media platforms for accuracy and consistent content.

## Position Requirements

### Minimal Qualifications:

- Assertive, yet approachable leadership style.
- Experience in managing staff relationships and expectations.
- Experience in maintaining a calm demeanor during stressful challenges and can provide clear guidance to all staff.
- Understanding and commitment to the organization's goals and objectives.
- Effective interpersonal skills and relationship-building skills.
- Self-motivated and directed with the ability to balance multiple projects and deadlines.
- Strong written and oral communication skills.
- Keen attention to detail.
- Comfort and experience in public speaking.
- Ability to meet new people and attract new donors and supporters to MOSD.
- Experience in marketing and communications.
- Experience in managing property/building operations.
- Experience in administrative leadership required.
- Knowledge of early intervention, hearing loss, and/or early childhood education required.
- Excellent project management and organizational skills.
- Bachelor's Degree is required. Graduate Degree preferred.

## Working Conditions

May require extended work hours to respond to school needs and participate in after-hours fundraising events.

## About Us

Memphis Oral School for the Deaf (MOSD) is located in Germantown, Tennessee and works to **empower deaf children to listen, learn, and talk**. MOSD has been serving families from all over the Mid-South since 1959. At MOSD NO SIGN LANGUAGE is used. We help children with hearing loss ages birth to six years of age learn language during the most critical developmental stages of their lives. We believe that through early intervention and diagnosis, speech and language therapies, and advanced technologies and audiological services, deaf children can develop necessary listening and spoken language skills to become a part of, rather than apart from, a world of sound

- MOSD is one of 40 schools worldwide which are a part of the OPTION Schools network. The goal of OPTION Schools is to advance excellence in listening and spoken language education.
- Our average annual school enrollment is 25 children in our day school and 20 families in our **Sound Beginnings** Family Training Program.
- Our average student to teacher ratio is 5 to 1.
- MOSD is accredited by the Tennessee Department of Education and the Mississippi Department of Education. Our highly qualified staff of audiologists, speech pathologists, and educators is licensed in the state of Tennessee.
- MOSD serves as an observation and training site for Audiologists and Speech/Language Pathologists and Educators from universities across the country.