

**World Blind Union**

**Union Mondiale Des Aveugles**

**Unión Mundial de Ciegos**

**CAREER OPPORTUNITY**

**CHIEF EXECUTIVE OFFICER, WORLD BLIND UNION**

**Application deadline - October 29, 2021**

# The Organization

The World Blind Union (WBU) is an international not-for-profit, charitable organization representing the estimated 253 million people who are blind or have low vision worldwide. The WBU is recognized as the international voice of blind and partially sighted persons speaking on their behalf at the United Nations, UN Agencies and other international organizations.

Its mission is achieved with and through its members - organizations of blind and partially sighted persons and organizations providing services to blind and partially sighted persons in over 190 countries and through six Regional Unions. The six WBU Regions are: Africa, Asia, East Asia/Pacific, Europe, Latin America and North America/Caribbean.

WBU’s vision is that “***People who are blind or partially sighted can participate fully in any aspect of life we choose”****.* This is achieved through work in our four strategic priorities of: Human Rights & Representation; Capacity Building; Accessibility (Information, Technology & Environment); and Resource Sharing and Collaboration.

# The Position

The World Blind Union is seeking a Chief Executive Officer, reporting directly to the President of the World Blind Union, the CEO will have the following responsibilities and requirements:

# Responsibilities

* The CEO shall be responsible for the overall operational and financial management of the WBU including human resources, budgeting, monitoring and reporting on financial performance.
* The CEO shall manage and monitor the legal requirements of the WBU Corporation in Canada, ensuring compliance with bylaws, remittal of required reporting and the like.
* The CEO shall be responsible for supporting and communicating with the WBU Officers, Executive and its committees and arranging their meetings.
* The CEO shall provide organizational, planning and implementation support for the WBU quadrennial General Assembly of members.
* The CEO shall maintain ongoing contact with the President, the Officers and the Regional Unions of the WBU, providing support and advice as required.
* The CEO shall support the WBU Strategic Planning process, providing advice and support to the priority and objective leaders as required and supporting the development and monitoring of the quadrennial workplan.
* The CEO shall develop and manage project proposals and support resource generation initiatives in cooperation with the Officers and the Resource Generation Committee.
* The CEO shall be responsible for the membership of the WBU in cooperation with the Secretary General.
* The CEO shall ensure adherence to all WBU policies, positions and procedures as well as the provisions of the WBU Constitution and will provide advice and input regarding these as appropriate.
* The CEO shall be responsible for the coordination of all aspects of communications, including publications, social media and the WBU website, ensuring that communications to the membership and the public are provided in the WBU’s three working languages of English, French and Spanish.
* The CEO shall liaise with external partners and represent the WBU as appropriate and as requested.
* - The CEO shall be responsible for creating new funding opportunities for WBU
* - The CEO shall be to create and maintain strategic relationship with key stakeholders
* - The CEO shall be responsible for establishing new partnerships and to oversee the existing ones
* - The CEO shall provide strategic advice to WBU leadership on issues related to the international disability agenda
* - The CEo shall design, implement, and monitor projects with WBU members as well as with external partners
* - The CEO will have to maintain institutional relationship with WBU key partners

# Requirements

* Post-secondary education in a related field.
* At least five years relevant management experience.
* Must have extensive experience related to blindness or low vision.
* Must have an ability to travel at the international level and with reasonable frequency.
* Must be an independent worker who can work to the President’s requirements taking advice as well as providing advice.
* Can demonstrate organizational, administrative and financial expertise at a senior management level.
* Can demonstrate experience in leading and mentoring staff, including those who may be located in other parts of the world.
* Can demonstrate skills in research, information collection and presentation in both written and verbal form.
* Can demonstrate experience and understanding of the disability sector environment and the ways in which a world-wide movement operates.
* Can demonstrate a sound knowledge of blindness issues emanating from different cultures, income levels and geographic locations.
* Can demonstrate experience in working with governance boards and committees.
* Project management experience.
* Experience in strategic planning, monitoring and evaluation.
* Is comfortable both with providing high level direction and support as well as hands-on implementation and delivery.
* Fluent English oral and written skills are essential; skills in one or both of WBU’s other working languages of French and Spanish are an asset.

# Location: flexible

# Applications

Applicants should include a detailed curriculum vitae; the names and contact details of three (3) referees (which will only be contacted if the applicant is being considered for an interview and he/she will be notified of this in advance). We also request a letter of candidature indicating interest in and suitability for the position. All applications must be submitted in English and must be submitted electronically in MS Word format only. Applications that have inaccessible attachments will be rejected.

People living with blindness or partial sight are strongly encouraged to apply.

Applications should be directed to:

Ms Martine Abel Williamson, World Blind Union President

[president@wbu.ngo](mailto:president@wbu.ngo) with copy to [martine.the1@xtra.co.nz](mailto:martine.the1@xtra.co.nz)

# Application Deadline: October 29, 2021

# Start Date: To be negotiated

**Full Position Description**

# Position Summary

Reporting to the President of the World Blind Union, the Chief Executive Officer manages the operations of the WBU Office, provides support to the Offices of the Secretary General and Treasurer, manages WBU communications and fund development programs, and provides Senior level support to the WBU Officers, the Executive and the Assembly.

# Operations

1. To manage the day to day operations of the WBU office, including negotiating and maintaining appropriate arrangements and services with CNIB, the landlord or according to different arrangements
2. To supervise all staff employed by the WBU, both in the Toronto office and those who may be based in a remote location and to ensure ongoing direction and support to and communication with such staff.
3. To establish and maintain records of the WBU corporation in Canada, including corporate minute books and to ensure all reporting and remittances comply with regulatory requirements.
4. To maintain an updated list of WBU internal and external policies and positions statements and to assist in identifying and drafting new policy papers as appropriate.
5. To manage any projects that may be undertaken by the WBU from time to time.

# Membership

1. In consultation with the Secretary General, to maintain a permanently updated membership list to include all categories of WBU membership, and to communicate with members annually to verify membership information.
2. To provide information about WBU and membership requirements to potential members and to forward membership applications or expressions of interest to the Secretary General for assessment, follow-up and submission to the Executive.
3. To source and maintain information required for classifying members according to income level or delegate status.

# Finances

1. In consultation with the Treasurer, to collect the annual membership fee as determined from time to time and to follow up on unpaid fees.
2. To maintain full and accurate statements of account pertaining to the financial position of the World Blind Union and arrange for an annual audit of the accounts in accordance with the Constitution.
3. In consultation with the Treasurer, prepare and monitor annual operating budgets based on the quadrennial budget approved by the Assembly and the Executive.
4. to maintain a US Dollar Bank Account (the US Dollar being the official currency of the Union).
5. To administer and monitor membership and other subsidies as determined from time to time.
6. In conjunction with the Treasurer to provide information required by the Finance Committee to fulfill their responsibility to direct and monitor the financial management of the Union.
7. In consultation with the Treasurer, to ensure that appropriate policies and processes are in place and followed in order to maintain maximum efficiency and accountability.

# Communications

1. To collect, distribute and maintain relevant articles, information and publications dealing with issues pertaining to blind and partially sighted persons throughout the world and to respond to all requests for information on such issues.
2. To compile and distribute a regular bulletin to the membership in English, French and Spanish.
3. Coordinate the translation of materials intended for the membership in English, French and Spanish.
4. To develop media releases for certain international Days of relevance to the WBU and as appropriate to raise awareness about specific issues important to the WBU.
5. To maintain an accurate, current WBU Website with information of relevance to our members and the general public in English, Spanish and French.

# Support to Officers, The Executive and The Assembly

1. Attend all meetings of the Officers, the Executive and sessions of the General Assembly as well as some committees and working groups in an ex Officio (non-voting) capacity
2. In consultation with the President, to prepare and circulate relevant agenda and supporting documentation to the General Assembly, Meetings of the Executive and the Officers; advise of previous decisions and proceedings.
3. Draft and distribute the minutes from Officers and Executive meetings, as well as Proceedings from the General Assembly.
4. To make arrangements for sessions of the Assembly, meetings of the Executive, Officers and Table Officers (including telephone conferences).
5. to carry out all tasks delegated to him/her by the Assembly, the Executive, and the Officers but always through the President.
6. To assist, as appropriate, with the preparation of documents required for meetings, and upon their agreement to arrange for their dissemination.
7. To maintain ongoing contact with the President, the Officers and the Regional Unions of the WBU.
8. to maintain ongoing contact with members of the Executive, Chairpersons of Committees, Working Groups and the like and provide information and support as required.
9. To provide support and advice to the local hosts of WBU meetings, and in particular to the local organizing committee of the General Assembly.

# Fundraising

1. To maintain communications with major WBU sponsors and to assist the President to follow-up with Office sponsors as appropriate.
2. To work in close cooperation with others to develop project ideas and identify potential funding sources.
3. To implement a short and long term resource generation strategy for the WBU.

# General

1. To assist the Officers with the Quadrennial and annual planning process, including development of the tools to document and monitor the plan.
2. Liaise with external partners and represent the WBU as appropriate and requested.
3. To perform any other duties as deemed appropriate and delegated by the Assembly, the Executive and the President from time to time.
4. To participate in an annual appraisal process in respect of the CEO, with the WBU President, one other Table Officer and one Regional President in order to review and discuss performance and management development needs.

# Expanding WBU activities

1. The CEO will be responsible for creating new funding opportunities for WBU.
2. The CEO will be expected to create and maintain strategic relationship with key stakeholders.
3. The CEO will be responsible for establishing new partnerships and to oversee the existing ones.
4. The CEO will have to provide strategic advice to WBU leadership on issues related to the international disability agenda.
5. The CEO will be responsible for expanding WBU scope of work as per guidance from the board.
6. The CEO will have to design, implement, and monitor projects with WBU members as well as with external partners.
7. The CEO will have to maintain institutional relationship with WBU key partners.
8. As well as other administrative and coordination functions with the WBU office.

Updated: August 2021