Established in 1915 with Helen Keller as a founding trustee, Helen Keller International (HKI) works to save the sight and lives of the most vulnerable and disadvantaged. Headquartered in New York City, HKI currently offers programs in 21 countries in Africa and Asia as well as in the United States. The organization combats the causes and consequences of blindness and malnutrition by establishing programs based on evidence and research. HKI is recruiting a Project Director to lead its domestic ChildSight® programs.

About ChildSight®
ChildSight® is an innovative community-based vision-screening program serving low-income school aged children since 1994. This Program was designed by optometrists, ophthalmologists, and public health experts to identify children at risk of refractive error, amblyopia and other serious eye conditions and to ensure that these children receive eyeglasses and/or referrals for further treatment. In so doing, the program “brings education into focus”™ for children who would otherwise be left with poor vision – and unfulfilled potential.

ChildSight® is currently operating in California, Connecticut, New Jersey, New York and Ohio. To date, ChildSight® has screened more than 1.6 million students in the United States and has provided free eyeglasses to over 225,000 children living in some of our country's poorest neighborhoods.

Our programs are currently piloting innovative practices to ensure the long-term sustainability of the program in a changing healthcare landscape, including a parent engagement model; cost recovery and fee for service contracts; and franchise and alternative service models; along with program integration strategies with established community providers.

Scope of the Position
The Project Director is responsible for overall management, planning, implementation, technical oversight, personnel, budget and financial oversight of the project. S/he builds partnerships and relationships and works with donors, ensuring technical and programmatic quality, achievement of planned results, and accurate and timely reporting to the donors.

The Program Director reports to the Vice President, Eye Health, and will work closely with the members of the Development & Communications team to raise visibility and funds for the program, and expand HKI’s contribution to policy work in public health in the program locations. The position directly supervises a team of professional level program staff who in turn supervise teams of consulting optometrists and seasonal staff to provide services and engage families. The Director represents ChildSight® both internally and externally to board, donors, media and partners. This position is based in New York with travel to field sites.

The ideal candidate will be an innovator with the entrepreneurial skill-set to lead program pilots, and develop new partnerships and advocacy initiatives.

Helen Keller International
hki.org
Specific Responsibilities

- Provide direction, leadership, and vision to ChildSight®, ensuring that the planning, quality, impact, scale and cost-effectiveness of all programming and monitoring & evaluation efforts meet the highest standards.
- Consult and collaborate with internal and external experts and Program Managers to enhance impact, reach and cost-effectiveness and ensure consistency in best practices across all ChildSight® program offices. Support Managers to address local program management implementation problems.
- Provide leadership in the development and finalization of all deliverables, including project budgets, work plans, financial and program reports, and monitoring and evaluation plans.
- Ensure documentation and dissemination of results and program impact.
- Working closely with Accounting, Finance, Grants & Contracts units, lead team efforts to ensure donor funds are allocated and managed in accordance with HKI and donor policies and good financial standards.
- Review financial reports for the projects and monitor the project budgeting, activities, and spending.
- Contribute to proposal development to generate new funding.
- Appoint, manage and evaluate team of professional-level staff. Delegate authority, consult with and guide staff to achieve goals and ensure accountability to beneficiaries, partners, colleagues and donors. Provide ongoing feedback in a context of mutual respect.
- Serve as the key liaison between the Project and key funders and project partners, initiating regular meetings.
- Ensure that the Project is appropriately represented at key HKI, eye health and school health events through own participation and/or through others to systematically increase the Project’s visibility.
- Advocate, within the targeted school districts and municipalities for the inclusion and funding of school based eye health services.

Qualifications

- Minimum of a master’s degree in public health, social work, public administration, health management, or related field; plus
- A minimum of 10 years’ experience successfully managing projects similar in scope and complexity in school and/or health settings serving low-income school aged children; or equivalent combination of education and experience.
- Prior experience in health literacy, parent advocacy and engagement and/or community development and public policy advocacy.
- Experience with quality assurance approaches such as Continuous Quality Improvement (CQI).
- Significant experience working with grant-funded projects and knowledge of relevant rules and regulations.
- Demonstrated effectiveness in project planning, high attention to detail, and managing teams for high productivity while promoting team work and partnership.
- Excellent inter-personal skills; demonstrating diplomacy and tact.
- Ability to foster a creative, professional, “open door” management culture; to empower, managers and staff members to fulfill their potential; and to encourage staff to challenge assumptions.
• Proven track record contributing to successful business development and proposal efforts that have secured funding from government, non-government and private foundation sources, and maintaining effective working relations with partners and donors.
• Full professional proficiency in English with excellent oral and written communications skills, including public speaking. Spanish an advantage.
• Demonstrable respect for all persons regardless of religion, ethnicity, class or gender.
• Willingness and ability to undertake domestic travel (approximately 10%).

How to Apply
Qualified candidates should submit a cover letter and resume to HKI.Recruitment@hki.org noting the job title in the subject line. Applications will be accepted until the position is filled.