Vision Share

Business Development Specialist

Position Specification

April 2016
# POSITION SPECIFICATION

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**Reporting Relationships**
This role will report into the President and CEO working closely to provide administrative support internally to staff. The external part of the role will have client interaction and business development responsibilities aimed at supporting Vision Share’s growth.

**Website**
http://www.visionshare.org/

# INTRODUCTION TO THE ROLE

Vision Share, and its CEO are seeking a diligent and process oriented support person who will engage with Vision Share staff, members, clients, vendors and beyond. The internal focus of the role will support the CEO and Staff daily while working on projects aimed at reinforcing infrastructure. The external focus will include engagement of stakeholders and clients to ensure a high level of satisfaction.

# BUSINESS DEVELOPMENT ROLE

Develop strong relationships with Vision Share staff to support them in essential daily functions. Manage projects focused on enhancing staff role functions and overall Vision Share efficiency. Interpret data from multiple internal systems to report on Vision Share’s progress towards it’s mission. Build trust and confidence with Vision Share clients through surveys and follow up engagement. Coordinates with Vision Share distribution and business offices to ensure staff and clients’ needs are met. Help coordinates Vision Share’s marketing activities.

# KEY RESPONSIBILITIES

- Assist CEO and staff to implement the strategic plan including daily activities and projects; and to advance the mission and goals of Vision Share
- Help maintain and report on all Vision Share internal functions in the areas of report, marketing, data collection, CRM maintenance
- Liaise between departments and help coordinate where needed
- Plan and coordinate events, conferences, industry meetings and conferences for Vision Share’s attendance
- Manage and coordinate Vision Share marketing, advertising, and promotional activities
- Develop and implement marketing plans and projects
- Manage Vision Share website, social media, and marketing materials
- Develop weekly reports and presentations on progress of Vision Share
- Be able to operate and utilize Vision Share Midwire and FMYI internal CRMs
- Assist Accounting and Distribution teams with support were needed
• Availability to be on-call via cell phone for occasional after-hours requests
• Assist CEO with identification and implementation of new communications and information technology
• Ensure each VS client has an executed agreement on-file working with Vision Share legal counsel to have any and all additions/revisions reviewed prior to CEO executing
• Work collaboratively with Vision Share members to coordinate marketing activities in member bank locales and at tradeshow meetings
• Develop and manage quarterly Vision Share newsletter to be sent to client surgeons and member banks
• Work with Vision Share Business Center to aid/coordinate collection efforts for outstanding receivables

VISION SHARE EXPERIENCE/QUALIFICATIONS

• A minimum of 1 to 3 years of any combinations of administrative and sales, business development and customer service is required.
• Proficiency in web based programs, MS Office Suite, office equipment and Internet
• Ability to handle multiple projects at the same time
• Need to be well organized, thoughtful and able to plan
• Ability to think strategically and plan work around attaining goals and objectives.
• Strong interpersonal, written, verbal, and phone communication skills required.
• Strong organizational skills, problem-solving abilities and attention to detail.
• Ability to work independently, with limited direction, and in a team environment.
• Ability to work with distraction and to multi-task with frequent interruptions.
• Intermediate knowledge of Microsoft operating systems, Microsoft Office, general database, and web-based applications.
• Must maintain a valid driver’s license and acceptable driving record as determined by the organization.
• Must have reliable transportation.

EDUCATION

• Associate’s Degree required.
• Bachelor’s degree or an equivalent combination of education and experience from which comparable knowledge, skills, and abilities have been acquired is preferred.

COMPENSATION

A competitive compensation package will be offered to the successful candidate. Vision Share will provide an attractive benefits package.
WORK ENVIRONMENT

This role will work in either a professional office setting to be determined or from a home office during the week and over the weekend as needed.

Physical Demands

- Occasional travel up to 10%; in combination with the needs of a Vision Share event
- Availability to work holidays, nights, and weekends as required and respond to branch/department needs on a 24 hour basis.
- Frequent periods of intense concentration, attention to detail and accuracy.
- Ability to handle mental and physical strain involved in use of printed materials, prolonged use of computer screens and extensive phone usage.
- Moderate manual dexterity for basic keyboarding.
- Long periods of sitting and/or standing may be required.
- Ability to lift and move 20 pounds is required.

NOTE: The preceding statements describe the nature and level of assignments normally given job incumbents. They are not an exhaustive list of duties. Additional duties may be assigned.

Vision Share is an Equal Opportunity Employer. We take pride in the diversity of our staff, and seek diversity in our applicants. Vision Share does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Vision Share reserves the right to seek, hire and promote persons who support the goals and mission of the institution.

Overview of Vision Share

Vision Share, a not-for-profit organization, headquartered in the USA, is the largest and most advanced network of eye banks in the world. Vision Share is the premier global organization for eye tissue placement and ordering services. Vision Share and its members are recognized as best of class for eye bank experience and expertise and are leading innovators in eye bank procedures and technology. Vision Share and its member’s tissue placement reach is truly global and Vision Share is uniquely designed to meet the specific individual needs of surgeons, hospitals and surgery centers, academic institutions, and other eye banks in need of ocular tissue and related services regardless of location.

Vision Share was founded in 1998 by a group of five eye banks and has grown into an organization with 13 members and 18 eye banks (See Exhibit I for a member listing). It is organized as a consortium of member eye banks to provide an environment within which its members can grow and thrive and restore sight to those in need. Made up from the members, Vision Share has a committed 7-member Board of Directors, who are predominately Executive Directors and/or CEOs of Vision Share member eye banks.

Vision Share and its members provide more than 30% of transplant tissue supplied by EBAA eye banks annually and in regard to the latest technology, DMEK, Vision Share and its members enjoy a global majority market share in excess of 50%.
Vision Share is an organization with over 17 years of proven experience in making connections that matter. Through Vision Share’s global reach, the organization has a view towards enhancing its relationship with each individual client by maintaining a level and quality of service at the forefront of the industry. Since its inception Vision Share has been dedicated to restoring sight through outstanding service customized to meet a diverse range of needs.

Vision Share’s clients gain a patient care advantage through Vision Share’s dedicated ability to coordinate complex logistics and manage challenging circumstances. The level of collaboration facilitated by Vision Share and its members is truly unparalleled—it provides Vision Share’s clients with access to quality tissue and choice, in a manner that is simple, reliable, and seamless.

Vision Share’s unique ability to connect its members and its clients in a highly collaborative process helps ensure quality outcomes for surgeons, scientists, and patients worldwide.

Relationships between donor families, Vision Share’s member eye banks, and surgeons and their patients form the foundation for Vision Share’s company values and its longstanding commitment to operating as a nonprofit organization.

Vision Share’s daily stewardship of sight-restoring anatomical gifts is of paramount importance to Vision Share, its staff, its Board and its members and their organizations.

Vision Share is keenly aware of the pressures and demands its clients and members face during a time of tremendous change in the health care delivery landscape. As such, Vision Share is committed to providing a patient care advantage to all those that it serves.

Services

- Vision Share provides quality donor corneas and other ocular tissue for cornea transplant surgeries as well as for research and training purposes.
- Vision Share provides vital services to eye banks, corneal surgeons, hospitals and surgery centers, and ophthalmic researchers.
- Vision Share provides donor eye tissues for medical research, medical device research & development, and surgical training according to requested specifications.
- Vision Share serves the needs of the global market by providing tissue, quality, and choice through an effective and efficient placement system.
- Vision Share assists surgeons, hospitals and surgery centers, in gaining a patient care advantage through the collective expertise of Vision Share’s innovative eye bank members.
- Vision Share’s network of member eye banks consistently share their expertise within the eye banking community in order to develop, promote, and enhance programs and ocular services worldwide.
Tissue

Vision Share provides the most reliable, effective, respected, and efficient tissue ordering and placement services available. Vision Share’s Distribution Center is available 24/7/365.

Surgical Whole Corneas

- Penetrating Keratoplasty (PK)
- Endothelial Keratoplasty (EK)
- Anterior Lamellar Keratoplasty (ALK)
- Keratolimbal Allografts (KLA)
- Tectonic Grafts

Custom Eye Bank Processing

- DSEK/DSAEK
- DMEK
- DMAEK
- ALK
- Femtosecond Laser-Assisted Keratoplasty (FS-LAK)
- Pre-Loaded Cornea in an Inserter Device

Other Surgical Tissue

- Long Term Preserved Corneas
- Sclera
- Amniotic Membrane
- Whole Eyes

Research Tissue

- Normal and Disease-Specific Ocular Tissue
- Medical Research
- Medical Device & Pharmaceutical R&D
- Training & Medical Education
- Tissue meeting the requirements listed in the above categories

Accreditations

All Vision Share members must be accredited by the Eye Bank Association of America (EBAA) and maintain accreditation as a condition of membership. Vision Share supports the mission of the EBAA, and on occasion, may represent a joint policy position regarding issues being discussed within the Association.
In addition each Vision Share member is required to maintain U.S. Food and Drug Administration (“FDA”) licensure.

All Vision Share members are required to maintain high professional and ethical principles and practices.

ABOUT VISION SHARE

Vision Share is a not for profit 501 (c) 3 organization carrying an annual operating budget of approximately $2 million (2016). Vision Share currently generates in excess of $13 million in Total Revenue. Revenue is generated from services performed and provided and member dues. The 2013 990 reflected approximately $9.7 million in Total Revenue while the 2014 990 will show approximately $11.1 million in Total Revenue. Vision Share’s goal for 2015 and each subsequent year is to continue the realization of sequential Total Revenue growth trends.

Vision Share Member Eye Banks

All Vision Share members are eye banks registered with the FDA and accredited by the EBAA.

- Eversight Connecticut
- Eversight Illinois (Bloomington, IL)
- Eversight Illinois (Chicago, IL)
- Eversight Michigan (Ann Arbor, MI)
- Eversight New Jersey (Clark, NJ)
- Eversight Ohio (Cleveland, OH)
- Indiana Lions Eye & Tissue Transplant Bank (Indianapolis, IN)
- Iowa Lions Eye Bank (Coralville, IA)
- Lions Eye Bank of Lexington (Lexington, KY)
- Lions Eye Bank of West Central Ohio (Dayton, OH)
- Lions Eye Bank of Wisconsin (Madison, WI)
- Lions Eye Institute for Transplant & Research, Inc. (Tampa, FL)
- Lions Medical Eye Bank & Research Center of Eastern Virginia (Norfolk, VA)
- Medical Eye Bank of West Virginia (Charleston, WV)
- Saving Sight (Kansas City, MO)
- Sierra Donor Services Eye Banks (Sacramento, CA and Nashville, TN)
- UT Southwestern Transplant Services Center (Dallas, TX)
- Utah Lions Eye Bank (Murray, UT)

VISION SHARE CONTACTS

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