



Vision Share

VP Operations - COO

Position Specification

October 2017



POSITION SPECIFICATION

Position	Vice President of Operations - Chief Operating Officer (VP Operations - COO)
Organization	Vision Share, Inc.
Location	Chicago, Ill.
Reporting Relationships	The VP Operations - COO will lead all aspects of Operations Management and Strategy for Vision Share as a member of the Senior management team. At times functioning with a player/coach mentality, the VP Operations - COO will collaborate closely with and report directly to the CEO and will manage the administrative and accounting teams while working closely with Senior management team Members, Vendors and Staff. The VP Operations - COO will oversee all day to day operations of the Vision Share. In total, Vision Share Operations will have approximately 20+ direct and indirect employees located coast to coast across the US.
Website	http://www.visionshare.org/

BACKGROUND

Vision Share's Board and CEO are seeking a dynamic Vice President of Operations, Chief Operating Officer ("VP Operations - COO") who will engage deeply in being a high level contributing member of the senior management team and work with the CEO towards building the organization in a continuous process of growing, evolving, and diversifying. The VP Operations - COO will focus on managing the day to day global operations of the Vision Share towards delivering *The Vision Share Advantage*TM and leveraging the organization's and its members' strengths to take full advantage of domestic and international strategic opportunities.

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 20 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.

Vision Share and its members provide more than 25-30% 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 20 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)
- Keratolimbic 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.

BOARD OF DIRECTORS

Vision Share has a committed 7-member Board of Directors, who are predominately Executive Directors and / or CEOs of Vision Share member eye banks.

FINANCES

Vision Share is a not for profit 501 (c) 3 organization carrying an annual operating budget of approximately \$2 million (2017). Vision Share currently generates in excess of \$11 million in Total Revenue. Revenue is generated from services performed and provided and member dues.

HISTORICAL & CURRENT LEADERSHIP

Vision Share has just finalized an organizational membership re-design and re-structure, paving the way for a new senior management leadership team.

The implementation and execution of the re-design and membership re-structure process has recently been completed and as such the Board of Directors has determined that the time is now right to bring on a new leadership team who will be able to focus fully on day to day organization growth and ensuring that Vision Share is meeting market needs and exceeding membership and client expectations.

The Vision Share VP Operations - COO will join the CEO, the Directors of Business Development and the Distribution Director as a key member of the Vision Share senior management team. The Vision Share VP Operations - COO will work with the CEO and other members of the senior management team to provide leadership and strategic vision to the organization, enhance membership engagement and directly impact the organization's growth and market presence.

VISION SHARE VP OPERATIONS - COO ROLE

As Vision Share moves into its next phase of growth, Vision Share seeks a dynamic leader with strong communications, analytics, processing, strategy, and client relations skills to steer the organization forward over the long term. Vision Share expects to appoint a VP Operations - COO who is an experienced professional that has held a senior position in a tissue banking organization or has held a senior role in other similar organizations. This detailed and customer centered leader will ensure the flawless running of the Business Office global activities on a daily basis and will help to raise Vision Share's profile, execute on its vision,



and increase the organization's connectivity to members, non-member eye banks, clients and the greater community both domestically in the USA and internationally.

The VP Operations - COO is the leader of Vision Share Operations. In partnership with key Vision Share staff and the CEO the VP Operations - COO will assist in ensuring that Vision Share meets its goal of maximizing Vision Share and its member's tissue placement activities and advancing Vision Share's mission of restoring sight as broadly as possible on a global scale.

The VP Operations - COO and the Business Office are responsible for all financial processes associated with Vision Share placement of tissue. Specifically, the VP Operations - COO is responsible for overseeing the daily operations of the Business Office. S/he will ensure Vision Share's success by supporting and maintaining a fully-trained staff of accountants, administrators and service providers. This position will serve as the main contact for the Business Office and will preserve the open lines of communication between various departments: (Distribution, Marketing, International Relations and Business Development) and VS Membership to communicate any and all necessary financial information.

VP OPERATIONS - COO KEY RESPONSIBILITIES

Experienced professional VP Operations - COO with an operating and finance and accounting background needed for demanding Nonprofit Healthcare Association. A potential candidate will have 7+ years of operations management with a full understanding of the accounting/finance innerworkings at a nonprofit association. The VP Operations - COO will manage the accounting and administrative staff and support the aligned efforts of fellow Senior management team member. Must have experience in all operations functions, including ERP implementation, accounting, vendor management; vendor and services contract maintenance, financial and accounting report production; and special projects as directed. Ability to develop and implement systems for collecting, analyzing, verifying, and reporting financial and non-financial operating information is required.

Education and Technical Skills:

- Bachelor's Degree in Health Sciences or Business-related fields
- Microsoft Office, Outlook, Excel proficiency

Salary commensurate with experience.

Only qualified candidates will be considered. Resume and salary requirements submitted will be kept in the strictest of confidence.

VISION SHARE VP OPERATIONS - COO EXPERIENCE/QUALIFICATIONS

- Experience in US domestic and international commerce
- Experience in customer relations working with other internal departments
- Successful history of relationship building
- Proven success in management and staff development
- Ability to plan for weekly and monthly goals
- Ability to serve in a leadership role
- Exhibits problem solving skills while being solution oriented
- Strong understanding of ophthalmology & eye banking
- Ability to effectively relate & communicate (*verbally & written*) to multiple levels of Vision Share's clients (*distribution staff, surgeons, Exec. Directors, hospital/ASC staff*)
- Displays strong organizational skills and detail oriented
- Ability to handle stress & crises while showing good judgment
- Demonstrates computer literacy & proficiency
- Plans and carries out responsibilities with minimal direction or oversight
- Ability and willingness to travel for client meetings and conferences
- Position requires flexible work schedule to include some weekends
- Adept at multi-tasking

The VP Operations - COO must have a presence within the organization. S/he must be an experienced and strong communicator with terrific interpersonal skills. The VP Operations - COO must have credibility and engage, inspire and engender the respect of multiple stakeholders including Board, staff, Vision Share members and the broader eye bank community. The ability to market and further brand the organization is also essential.

Vision Share seeks a high energy, pro-active, passionate, self-starting, deeply engaged and achievement-oriented executive. S/he must be open-minded and flexible, an innovative, creative, strategic quick thinker.



Travel will be required on a minimal basis.

WORK ENVIRONMENT

The VS VP Operations - COO will work in a full-time capacity in a professional office setting during the week and may occasionally work from home over the weekend as needed.

Physical Demands:

The physical demands representative of those that must be met by an employee to successfully perform essential functions of this job are as follows:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is:

- Regularly required to sit, stand, talk, see and hear
- Required to possess dexterity to operate standard office equipment
- Occasionally required to lift 40 pounds or more
- Adequate vision to drive a car

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.