

EXECUTIVE DIRECTOR

SUMMARY

Based in San Rafael and founded more than 20 years ago, Opportunity for Independence (OFI) advocates for self-determination of people with intellectual and developmental disabilities by offering an array of individualized innovative services and behavioral support to promote happy healthy lives. Our programs include work readiness, community integration and supportive living services provided to adults in Marin County. OFI is looking for a new Executive Director to lead our staff of 50+.

The Executive Director reports to the Board of Directors and works with the Board to develop a strategic plan for which he/she is responsible implementing. The Executive Director oversees OFI's operations to advance our mission through high-quality services, cost-effective resource management, financial security, and organizational innovation. This is a "hands on" position that requires experience with finances and administration, risk management, staff supervision, supporting a management team and being available for clinical consultation in the office.

With solid funding sources in place, this is a great opportunity for an experienced leader with a **Master's degree**, strong background in **social work** and **non-profit management**. OFI offers a congenial work environment, generous benefits, and competitive compensation.

PRIMARY RESPONSIBILITIES

1. Develop and lead the implementation of a strategic plan for program improvement, financial stability, and organizational growth, subject to Board oversight, in order to advance OFI's mission and realize its objectives.
2. Identify program priorities, initiate OFI planning, and adopt OFI policies, standards, and operational procedures with the advice and counsel of the Management Team.
3. Review and approve program goals, structure, budget allocation, staffing, activities, and contingency plans proposed by Managers. Oversee OFI's operations through a program of continuous evaluation and quality improvement to insure service quality, efficiency, and cost-effective resource management.
4. Effectively manage the human resources of OFI according to job descriptions, personnel policies and procedures that fully conform to current law and best practices
5. Promote public awareness and support for OFI through community outreach
6. Preserve and promote the interests of OFI and its clients through advocacy before political bodies, community leaders, inter-agency groups, other providers of service to OFI's client group, and consumer groups.
7. Develop and maintain a portfolio of funding resources other than governmental programs including grants and individual donor
8. Support the Board's effective oversight of OFI through honest and open communication regarding the strategic plan, budget, and significant program developments

9. Report progress toward meeting plan objectives and recommend updates to plans, as needed, to achieve goals in accordance with current conditions.
10. Plan, develop, and submit budget and annual strategy for increasing revenues and strengthening resources.
11. Manage day-to-day operations and act as Clinical Director for the programs, including signing off on all Service plans.

KNOWLEDGE AND CORE COMPETENCY REQUIREMENTS

1. The ability to articulate policies, engage in strategic planning, and execute a plan for the development and sustained growth of a not-for-profit service organization.
2. Working knowledge of the state, federal, and regional laws and regulations related to the rights of developmentally disabled adults and the ability to obtain maximum benefits under such laws and regulations on behalf of OFI and the individual client.
3. Effective written, verbal, and interpersonal communication.
4. The cultivation of public relations through outreach, marketing, and advocacy to improve governmental, public, and stakeholder support for OFI and to increase visibility of the organization.
5. The ability to energize employees, motivate teams and manage performance issues and evaluations.
6. The use of business administration skills such as financial planning, comparative analysis, and risk assessment to actively manage OFI's financial resources to maximize the availability of resources for short term services and long term program development in accordance with adopted strategic plans.
7. The application of business, financial, and commercial expertise to manage the exceptional provision of services to developmentally disabled adults including, but not limited to, occupational, therapeutic, residential, and recreational programs. At a minimum this requires:
 - a. Experience in contract negotiation, management, and indemnification for the cost-effective procurement of goods, services, and real property;
 - b. The ability to conduct continuous evaluation and modification of programs to ensure that clients are afforded maximum opportunities for personal growth.
 - c. Clinical expertise in case management, recognizing and managing clinical risk, and behavioral programming with some knowledge of individuals with intellectual and developmental disabilities.
8. Minimum of a Master's Degree or higher in Social Work or related field and at least five years of experience in a leadership role at a non-profit direct service agency for a disadvantaged population.
9. Experience with building and managing teams and maintaining positive organization culture.

10. Experience working with a Board of Directors.

Please send your **cover letter, compensation requirements and resume** to EDSearchOFI@gmail.com. We will only consider applicants who send all of the requested materials.

Due to the volume of applicants, we are unable to personally contact each applicant. We will contact you if we are interested in scheduling an interview.

Please no phone calls or in-person inquiries. Opportunity for Independence values a diverse workforce and is an equal opportunity employer.