



Napa Valley Support Services



EXECUTIVE DIRECTOR – JOB DESCRIPTION

ORGANIZATION OVERVIEW

Napa Valley Support Services supports quality of life for individuals with disabilities through a person-centered approach to self-discovery, community-engagement, employment, and education.

POSITION OVERVIEW

The Executive Director is responsible for the overall function of Napa Valley Support Services (NVSS) including: overall strategic and operational responsibility, programs expansion, and ensuring that all services are in accordance with NVSS Mission Statement, DOL and State and Federal regulations, state licensing and other appropriate accreditation agencies. Ensuring an in-depth knowledge of the current practices in the field of disabilities (e.g., Person-Centered thinking), NVSS core programs, operations, business plans, and the continuous quality improvement of the agency. This is a full time exempt position.

ESSENTIAL FUNCTIONS:

Leadership & Management:

- Ensure ongoing programmatic quality, rigorous program evaluation, and consistent high quality of finance and administration, fundraising, communication, and systems.
- Actively engage and energize Napa Valley Support Services volunteers, board members, event committees, partnering organizations, and funders.
- Lead, coach, mentor, develop, and retain Napa Valley Support Services high-performance senior leadership team.
- Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Ensure the efficient delegation of duties to promote the effective running of the organization.
- Ensure the development and implementation of appropriate policies and procedures to ensure the safe, effective and efficient operations of the agency.

Board of Directors:

- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee (with the exception of the audit committee), seek and build board involvement with strategic direction for agency operations.
- Ensure the board is kept fully informed on the conditions of the organization and important factors influencing it.
- As a liaison of the board, the Executive Director ensures, the Board President is informed in a timely manner of all appropriate issues that may affect the agency.

Budget and Finance:

- Responsible for developing, maintaining and adhering to sound financial policies and procedures.
- Work with the staff, Finance Committee, and the board in preparing a budget; ensure the agency operates within budget guidelines and financial information is effectively communicated.
- Ensure adequate funds are available to permit the agency to carry out its work.



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Public Relations, Marketing and Education:

- Research and participate in Local, State and Federal functions to benefit the organization.
- Research and develop opportunities for new and alternative funding for current and new programs.
- Provide presentations to public and private agencies that will benefit the agency and individuals with disabilities.
- Participate and/or become a member of councils, committees, and boards for the benefit of the agency and individuals with disabilities.
 - Act as liaison, with other agencies, for the benefit of Napa Valley Support Services and individuals with disabilities.
- Promote positive public relations throughout the community.

Employee Relations:

- Oversee the recruitment, employment, and termination of all personnel, both paid staff and volunteers.
- Approve all job descriptions and ensure sound human resources are in place.
- Ensure an effective leadership team, with appropriate provisions for succession plans in place.
- Encourage and ensure staff and volunteer development and education, and promote staff and volunteers to share their expertise with others.
- Maintain a climate that attracts, retains and motivates a diverse staff of top-quality individuals.

Other Expectations:

- On behalf of the Agency, act as a guardian for a pleasant working environment by being courteous and interacting positively with everyone during work hours.
- Follow the Mandated Reporter requirements by immediately communicating concerns of abuse to entities required by law.
- Ensure professional development of key staff members to benefit the organization.
- Encourage teamwork and work as a team member.
- Provide coverage for the people we support/classes whenever necessary.
- Work as a team member and interact well with other staff members.
- Solve agency issues.
- Interact well with the individuals supported by Napa Valley Support Services.
- Perform other duties that are necessary for the health and continuous quality improvement of the agency and as required by the Board of Directors.
- Take responsibility for actions.

Qualifications:

Education:

Minimum Bachelor's Degree in a related field. Master's Degree in Rehabilitation or a related field preferred.

Experience:

- A Minimum of seven years of experience in an executive leadership position within a rehabilitative setting.
- Experience in fiscal management and budget development.
- Experience developing and leading effective and efficient leadership teams.

Other:

- Skills to support employees to implement philosophies of person-centered practices with the people supported by



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NVSS.

- Experience supervising a diverse workforce with expertise in human resources.
- Proficiency implementing regulations including but not limited to Title 17 & 22.
- Capability to work on a variety of tasks simultaneously that may include all aspects of the agency; including direct services to the people supported by Napa Valley Support Services.
- Knowledge of conflict resolution and ways to preempt/solve agency disputes.
- Problem solver who anticipates changes and implements solutions.

Equal Employment Opportunity

Napa Valley Support Services provides equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), sex, pregnancy (including childbirth, medical conditions related to pregnancy, breast feeding and related medical conditions), national origin, ancestry, age, marital status, physical disability, mental disability, medical condition (including cancer or a history or record of cancer and genetic characteristics), genetic information, sexual orientation, , military or veteran status or any other characteristic protected by federal, state or local law. It also prohibits unlawful discrimination based on a perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is unlawful.

Napa Valley Support Services provides equal pay for substantially equal work regardless of gender, race or ethnicity, in conformance with the law. Prior salary shall not, by itself, justify any disparity in compensation between employees of another gender, race or ethnicity who perform substantially similar work by relying without more, on differences in the employees' compensation history, such as the fact that one of them was paid more in a prior job.

This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, training, termination, layoff, recall, transfer, leaves of absence and compensation.

APPLICATION PROCESS:

To be considered for this opportunity, please submit an electronic version of your resume and cover letter to <https://cvnl.org/executive-search/current-executive-searches/>



For more information contact:

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CVNL has provided successful full-cycle executive and management recruiting on a retained basis for nonprofit organizations throughout the Bay Area for over a decade. You can learn more about our work at cvnl.org/executive-search.

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