



Title: Executive Director

Organization: Family Works

Reports to: Board of Directors

Location: San Rafael, California

Executive Search Contact

The Center for Volunteer and Nonprofit Leadership (CVNL) has been retained to support and manage this executive search. For all inquiries regarding this announcement, please contact Tom Hayashi, thayashi@cvnl.org.

Organization Overview: Family Works employs 25 full and part-time staff members. Family Works has offices in Novato and Santa Clara. Family Works' provide services in 10 counties throughout the Bay Area including; Sonoma, Napa, Marin, San Francisco, San Mateo, Contra Costa, Alameda, Santa Clara, Santa Cruz, and Monterey Counties. For over 40 years, Family Works has provided Independent Living Skills and Parenting Support Services for adults with disabilities: Independent Living Skills (ILS) motivate individuals to enhance their social skills and their interactions with their families, work environment, and community resources at large. Parenting support services (PSS) enhance each parent's ability to promote their own and their children's cognitive, emotional, physical, and social development.

Mission: Family Works provides compassionate, effective, and affordable services that build essential parenting and life skills for people with cognitive disabilities.

Vision: We envision a day when all people with cognitive disabilities can achieve their fullest potential to live independent and fulfilling lives.

Family Works Core Values:

Client Focused. Our individualized services are driven by joint goal-setting with clients to improve their lives.

Excellence. Our staff are innovative, forward thinking, and use established, well-researched techniques to provide the highest quality services.

Inclusivity. Our staff is diverse and culturally sensitive to better serve, understand, communicate with, and effectively interact with all individuals.

Collaboration. Our staff works with community partners to create lasting improvements for our clients and communities.

Please visit <https://www.familyworks.org> for more information.

Reporting: Reports to the Board of Directors. Oversees full-time and part-time staff, as well as external contractors, consultants, and volunteers.

Role Overview: Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Family Works's successful execution of its mission.

The ED will lead the organization with particular focus on the following priorities:

- Monitoring and aligning programs to meet evolving community needs and deliver the strategic plan
- Optimizing the use of financial and human resources for efficiency and achievement of declared goals
- Ensuring financial sustainability through a sound revenue generation plan and strong collaboration with the Board on financial stewardship

The Search Committee seeks candidates that best match the core requisites for this position and as such, welcomes applicants that have professional experience in the private sector with proven transferrable skills and open to cross-sector onboarding, training, and coaching.

Responsibilities

Leadership:

- Develop strategic and operational plans to deliver on Family Works's mission
- Actively cultivate, engage, and energize communities, funders/donors, volunteers, and partner organizations
- Develop, maintain and support a strong board of directors and seek and build board engagement and involvement with strategic priorities
- Work closely with the Executive Committee of the Board to develop agendas, lead effective board meetings and cultivation of new board members
- Recruit, lead, develop, and reward a strong and committed team—with an emphasis on workforce development of the direct service staff deployed to work with clients and their family members
- Create trusting relationships and accountability through clear and realistic expectations, timely and clear communication, accountability and creating opportunities
- Develop a human resources strategy to ensure that Family Works has the talent and capacity to deliver on its mission and that is in full compliance with all labor laws and requirements

- Ensure that the Family Works Culture is healthy, strong, respectful, inclusive, collaborative, and sustainable

Fund Development/Public Engagement:

- Secure financial support from individuals, foundations, government, and corporations
- Develop and maintain strong relationships with major donors and partners
- Serve as the public face of Family Works by attending a variety of meetings and community engagement events as necessary

Finance/Operations/Administration:

- Ensure ongoing programmatic excellence and consistent, high quality financial management and administration
- Working with the Treasurer and Board, develop and manage the annual operating budget, responsibly and sustainably
- Ensure that the appropriate fiscal control, policies, and operations to protect the financial and other assets of Family Works
- Continuously seek new and creative ways to streamline operational processes, ensuring organizational excellence and effective and efficient working conditions, operations, reporting, communications, and all aspects of Family Works

CANDIDATE PROFILE

Successful candidates will have a deep connection to Family Work's mission, vision, and core values, and an appreciation of the unique needs of individuals with developmental disabilities and their families.

Executive Leadership Experience.

- Ideally in a leadership capacity for a client centered business/program model;
- Minimum of five years of successful senior-level management experience in organization providing workforce development and client support services (Independent Living Skills and Parenting Support Services for adults with disabilities) or comparable service line with high-need, high-touch clientele;
- Proven people and team management skills with the ability to coach and mentor staff while also ensuring accountability for meeting key performance indicators as well as goal attainment—including recruiting, onboarding, and terminating staff

Organizational & Program Management.

- Ability to successfully develop and deploy the appropriate business model to deliver a quality and impactful services while meeting sustainable revenue generating goals;
- Negotiation and management of government contracts for services rendered to clients, including adherence to regulatory requirements, timely and accurate reporting of program data;

- Ability to lead multiple long- and short-term project simultaneously, meeting all related deadlines by planning, delegating and managing work in alignment with the organizational strategic plan.

Financial Management.

- Thorough understanding of finance related performance standards and proven ability to develop and execute financial strategies;
- Comprehensive understanding of grants fueled financial planning, tracking and reporting. Financial oversight and budget management experience in an organization with similar funding sources;
- Experience building and managing budgets while driving sound financial and policy decision making in partnership with the staff and board of directors.

Desired Skills and Experience

- Knowledge of the State of California Department of Developmental Services (Regional Centers) and Department of Rehabilitation
- Experience working collaboratively and transparently with a Board of Directors or similar volunteer leadership group;
- Business development as related to providing service lines consistent with the program portfolio similar in scope in multiple regions.

Personal Characteristics

- Passionate, outgoing, and energetic presence;
- Ability to motivate and inspire others to engage and participate in advancing a mission;
- Deep cultural competency and proven ability to interact authentically and effectively with widely diverse audiences and constituencies;
- Empathetic and people-centered, but can act decisively and create systems of accountability and performance management;
- Action oriented, entrepreneurial, adaptable, and innovative in approach;
- Transparency, integrity, sense of humor;
- Mission driven, self-directed, and possessing of deep process knowledge.

Benefits

- 11 paid holidays each year;
- Six paid health leave days each year;
- Fifteen paid vacation days each year;
- 100% employer-paid medical insurance for the employee (with access to the group plan for the employee's dependents);
- 100% employer-paid dental coverage for the employee for the \$1000 plan with the option for the employee to purchase additional dental coverage at their own expense;
- 100% employer-paid life insurance; paid out as Executive Director
- \$40 monthly cell phone reimbursement

Compensation

Family Works has set the salary range for this position between \$95,000 to \$120,000 with most candidates meeting minimum qualifications will likely be hired at the middle of this range. The Board of Directors may also apply a performance-based bonus program in addition to the base compensation and benefits.

The Search Committee takes into account a number of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, external market comparisons for similar positions in similar geographic locations and size. Offers are determined based on final candidate qualifications and experience.

Family Works is an equal opportunity employer and makes employment decisions on the basis of qualifications. The Agency policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.

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