

## **EXECUTIVE DIRECTOR**

### **North Bay Regional Center**

#### **ABOUT THE ORGANIZATION**

North Bay Regional Center (NBRC) provides services and supports to over 9,000 individuals with intellectual and developmental disabilities, and their families, in the Napa, Solano and Sonoma counties. It is the vision of NBRC that, “Individuals with developmental disabilities are afforded equal opportunities for living independently, working productively, and living joyfully; accepted as equal members of our society.” In supporting individuals and families to achieve this vision, NBRC employs over 225 staff and has an annual budget of \$200 million. Please see North Bay Regional Center’s website for additional information. [www.nbrc.net](http://www.nbrc.net)

#### **POSITION SUMMARY**

The Executive Director supports and advances the regional center’s Vision and Strategic Plan and ensures that the operations and services of the regional center are aligned with that Vision and Plan. Under the policy direction of the Board of Directors, the Executive Director provides leadership to the staff and community, plans, organizes, develops and directs the operations and services of the regional center in accordance with the law, state regulations and the provisions of the Regional Center’s contract with the California Department of Developmental Disabilities (DDS).

The Executive Director serves as the Chief Executive Officer who has oversight of administrative affairs, public affairs, employees, resources, and community relationships of the regional center.

Distilled, the Executive Director:

- Selects and supervises key senior management staff and is expected to lead a strong management team with a results-oriented and accountability-driven focus;
- Leads the staff and regional center with integrity, transparency and respect for all;
- Maintains responsibility for the timely provision of the highest quality services to meet a variety of client needs and makes these services available in a large, rural geographic area; and
- Serves as a liaison and representative of NBRC, and people with intellectual and developmental disabilities, to the community, local and state governments, state legislators, and others.

#### **DUTIES AND RESPONSIBILITIES**

**Mission Focused.** The Executive Director is a visionary thinker who embraces and expands person centered practices and the NBRC Vision Statement. Furthermore, the Executive Director demonstrates a commitment to serving individuals with intellectual and developmental disabilities and their families.

1. Engages community stakeholders and works to build strong relationships with Board of Directors, people served, service providers, employees, and aligned community partners to further the vision, mission and values of the regional center.
2. Collaborates with key stakeholders to define the strategic plan and set strategic direction of the Center, including long-term strategic planning goals, goals, measurable objectives and operational implementation plans.

3. Drives the mission of the center by ensuring all operations, programs, personnel practices, policies and daily decisions are aligned with the vision, mission and values.
4. Partners with the Board of Directors to expand and develop the Board of Directors, and works to ensure the Board of Directors is knowledgeable, informed and actively engaged in the oversight of the regional center.

**Operational Oversight and Management.** The Executive Director is a pro-active leader with strong organizational, and administrative skills and the ability to lead, motivate, formulate and develop a strong, collaborative workforce.

5. Proactively role models effective leadership and management techniques/attributes including open and frequent person-centered communication, ethical conduct, consistent application of policies and procedures, collaboration, optimism and honesty.
6. Serves as an accountable, transparent, visible, accessible and approachable leader.
7. The Executive Director has direct responsibility for the selection, supervision and evaluation of the Chief Financial Officer, the Director of Client Services, the Strategic Development and Training Manager and the Executive Secretary.
8. Develops regional center Leadership Team, providing strong coaching and mentorship to direct reports, and leaders of the organization and building a spirit of inspiration, teamwork and collaboration within the Leadership Team and all staff.
9. Ensures effective talent management, including hiring, coaching and development of direct staff; ensuring leadership development and training is available, as appropriate, for all staff, and ensures the development and implementation of effective Human Resources Management systems.
10. Ensures quality and system alignment to drive client focused outcomes.
11. Sets overall Agency goals and individual directives to department heads to ensure effective implementation of initiatives, plans and policies.

**Fiscal Oversight and Management.** The Executive Director must possess financial management skills and has experience managing complex, multi-million dollar budgets.

12. Ensures sound financial practices are developed, in place and properly managed so that financial resources of the Center are expended in accordance with the law, provisions of the contract with the State of California and responsible financial practices.
13. Ensures qualified staff are in place to manage and oversee all regional center fiscal responsibilities, and is responsible for oversight of fiscal staff, being apprised of regional center's fiscal status and regularly reports to the Board of Directors the regional center's overall financial perspective.
14. Ensures the expenses of the Center are maintained within the budget allocation provided by the State Department of Developmental Services (DDS).
15. Prepares financial and other management plans and develops detailed methods of implementation in alignment with the Strategic Plan and up-to-date budget projections and concerns.
16. Work effectively with the Board, union, and outside counsel to negotiate a union contract that is fair and reasonable for NBRC and employees.

**Government Relations/Contract Administration.** The Executive Director is the main contact for the Department of Developmental Services and is responsible for implementing the contract with DDS.

17. Develops and maintains a thorough knowledge of national and state events, political trends, values, etc. that may impact the DD/IDD system and/or the operation of the Regional Center.
18. Serves as principal liaison to local, federal and state representatives, including the Department of Developmental Services (DDS), Department of Health Care Services (DHCS), state legislators and other state representatives, working to communicate and educate state leaders on NBRC, specifically, and people with intellectual and developmental disabilities generally.
19. Manages, directly or through staff, NBRC compliance with the contract with DDS; develops and administers performance contract with DDS that is meaningful and reflects the priorities of the Center; and interprets DDS directives and directs regional center personnel in accordance with such directives.
20. Advocates for NBRC, and the greater regional center system, and collaborates with the state-wide Association of Regional Center Agencies.

**Community/Provider Relations.** The Executive Director, as the leader of the regional center, plays an important role within the community and with community partners as a representative and liaison for the regional center

21. Maintains positive and open communications with the community, and its multiple stakeholders, and actively collaborates with and educates community members to enhance Regional Center services and the role of people with intellectual and developmental disabilities in NBRC's communities.

**Board Relations.** The Executive Director is the primary liaison between the regional center and the Board of Directors. It is therefore imperative that the Executive Director provides both comprehensive and succinct information to the Board of Directors regarding internal regional center proceedings and updates, as well as external DDS, statewide and national updates that will affect the regional center.

22. Keeps the Board regularly informed as to the activities, strategies and performance outcomes of the Center, attending Board and related meetings.
23. Represents the Board of Directors and serves as the principle liaison between Board members and staff, consumers, community and state and local governments.
24. Assists and advises the Board in the development of governing policies and procedures for the Center.
25. Executes directives and policies as mandated by the Board.
26. Works to actively engage and strengthen the Board of Directors through assisting in the recruitment, retention, and initial and ongoing trainings.
27. Identifies and solicits funding sources and negotiates various agreements in furtherance of Board policies and programs when appropriate.

## **QUALIFICATIONS**

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- Master's Degree in business administration, health administration or closely related field from an accredited college or university **and** five years of increasingly responsible at the Executive Management level of an organization supporting people with intellectual and developmental disabilities, human service needs, or similar experience.

- Proven applied knowledge of, and experience with, people with intellectual and developmental disabilities; preferably experience in the California Developmental Disabilities System.
- This position requires knowledge of the Lanterman Act (California State Welfare and Institutions Code), Title 17, and relevant legal mandates, contracts, and State directives.
- Working knowledge of government contracting, compliance, state and federal funding regarding California's regional center system.
- Demonstrable blend of practical, policy, and administrative experience.
- Candidates will demonstrate strong skills in fiscal management, resource development, strategic and operational planning, and public relations.
- Demonstrated experience and skill in all aspects of talent management – recruiting, hiring, and building a strong team while providing strong leadership, ensuring proper training, coaching and development, and support.
- Proven excellent people skills and oral and written communication skills in one-on-one communications, as well as in communications with individuals supported by the regional center, the Board of Directors, staff, service providers, community stakeholders and members, state and federal government representatives, legislators, the media, etc.
- Ability to establish and maintain effective professional relationships with individuals in state developmental centers, vendor community and advocacy groups.
- Ability to make difficult and unpopular decisions that are aligned with the mission of the Center.
- Ability to formulate sound programs and policies and to organize, coordinate and direct staff successfully in carrying them out.
- Ability to analyze and make sound decisions on complex administrative and public relations problems.
- Prior experience providing support to a Board of Directors is preferred.
- Prior experience working in a unionized environment is preferred.
- English/Spanish bilingual skills is desirable.
- Proficient in the use of Microsoft Office computer applications.

## **WORKING CONDITIONS AND REQUIREMENTS**

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Duties are primarily performed in the regional center offices and out in the community. This position mandates access to reliable transportation, and related insurances, and the ability to travel locally and out of town regularly. Frequent sitting for long periods of time, standing, walking, bending, reaching, lifting is required throughout offices, service provider facilities and other agencies. Adequate manual dexterity and coordination is needed to operate standard office equipment (i.e. computer, cellular phone, telephone, fax machine, etc.), as well as the ability to lift, push and pull up to 25 pounds. Also required is the ability to read, write and comprehend large amounts of written material such as reports and regulations, use the telephone, and communicate via electronic mail daily.



## **SALARY AND BENEFITS**

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This is a full-time exempt position with a salary and benefits commensurate with experience and industry standards. Salary and benefits will be negotiated with the candidate finalists.

## **FILING AN APPLICATION**

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If you are interested in this unique opportunity, please submit a letter of interest, addressing the responsibilities and qualifications detailed in the announcement and a current resume of professional experience, educational background and other pertinent information. Final candidates will be asked to provide personal and professional references and undergo a standard background check. Email letters of interest and resumes as .doc, .docx, or .pdf forms to [NBRCED@KineticFlowCorp.org](mailto:NBRCED@KineticFlowCorp.org) Paper applications will not be accepted. Please submit all letters and resumes by October 29, 2017.

**Please direct inquiries regarding the Executive Director position to**  
[NBRCED@kineticflowcorp.org](mailto:NBRCED@kineticflowcorp.org) or (916) 258-7289.