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POSITION ANNOUNCEMENT EXECUTIVE DIRECTOR

MISSION

Ability Now Bay Area educates and empowers adults with disabilities and their families in the San Francisco Bay Area through advocacy, building independence, and wellness.

OVERVIEW

Ability Now Bay Area (ANBA) is seeking a proven leader with excellent communication, fundraising, and management skills who can guide this longstanding organization to the next phase of its growth and impact.

Established in 1939, Ability Now Bay Area, formerly the Cerebral Palsy Center for the Bay Area, provides education, training, community integration, and personal care support services to support adults with a wide variety of intellectual and developmental disabilities reach their highest potential as contributing members of the community. Serving more than 80 clients through its adult learning center based in Oakland, CA, Ability Now is one of the few nonprofit agencies in the Bay Area that provides personal care attendants to address the critical support needs of adults with severe physical impairments.

Ability Now Bay Area serves adults with a wide range of disabilities, from mildly impaired to severely impacted, including Down Syndrome, Autism, Traumatic Brain Injury, intellectual delays, restricted health conditions, and other forms of developmental impairments. Services from the following program areas are individualized, choice-driven and directed by the participants and their families:

Adult Education Classes, Advocacy, Laura Long Technology Center, Micro-Enterprise and Small Business Development Center, Community Integration Program, Health & Wellness Classes (Yoga, Massage, Feldenkrais, and Acupressure), Person-Centered Thinking and Planning, Tailored-Day Services

Ability Now Bay Area is governed by a 22-member board of directors drawn from surrounding Bay Area communities. ANBA's current budget is \$3.5 million and the organization has a 40 person support staff. Ability Now is vendorized through the Regional Center of the East Bay as an Adult Day Program for adults with developmental disabilities and receives state and federal funding through the Department of Developmental Services. Operating capital is also received through ANBA's sustainable fundraising model which includes relationship cultivation with individual donors and an annual "Build the Dream" Fundraiser Luncheon, private and state-funded grants, and foundation support.

Ability Now Bay Area is quite active in the developmental disability community maintaining membership and leadership roles in the Alameda and Contra Costa Counties Developmental



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Disabilities Councils, Regional Center of the East Bay's Provider Vendor Advisory Committee and Day Services Provider Group, East Bay Legislative Coalition, East Bay Employment Task Force/HireAble, Alameda County Organizations Active in Disasters (AlcoVOAD), and a variety of other industry-related advocacy organizations. Ability Now Bay Area collaborates with a number of agency and community partners to further the ANBA mission and to provide a variety of opportunities for its participants. ANBA operates with an individualized, Person-Centered, philosophy that is directed by the participants and their families. The current Executive Director, Leslie Werosh Visbal, will be transitioning into a consulting role with Ability Now and ANBA is looking for a passionate and visionary Executive Director who will lead the organization and staff towards future growth. For additional information, please visit Ability Now Bay Area's website at www.abilitynowbayarea.org.

POSITION RESPONSIBILITIES

Reporting to the Board of Directors, the Executive Director (ED) provides direction and leadership for Ability Now Bay Area's mission and vision, represents and speaks for the organization, its work and its history, and works with the leadership team to manage the day to day operations and advance ANBA's annual and strategic plans. The ED is responsible for all community and governmental programs, personnel, funding, fiscal management, and agency strategic and development planning under the direction of the Board of Directors. The ED ensures fiscal solvency and is responsible for making key mission driven critical decisions for outcome results. Collaboration and participation within the larger disability community is an important function of the Executive Director role.

Key priorities include creating partnerships, fully implementing Person-Centered practices within the organization, expanding programs, developing new and diversified funding sources, and providing visionary leadership that translates into action.

QUALIFICATIONS

The ideal candidate will work to align the strengths of the organization with the opportunities and possibilities currently available in the areas of program expansion to a broader geographical area and to currently under-served disability groups. To review the full job description, go to: <https://abilitynowbayarea.org/job-opportunities/>.

Required Experience:

- Must have at least five years of experience working in the field of disabilities in an executive leadership role. Preference will be given to those who have experience working at or with a Regional Center.
- Experience leading and effectively managing a non-profit organization of similar staff and/or budget size; track record in effectively managing staff, including creating opportunities for professional development and staff advancement; and expertise in federal and state public funding sources related to the provision of support services, to adults with developmental disabilities, and all related regulatory reporting requirements.



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- Knowledge of best practices in the delivery of services for people with intellectual and developmental disabilities, the service delivery, and rate system in California as well as state and federal requirements regarding Home and Community Based Services compliance and the Final Rule.
- Possess exemplary organizational leadership skills, both in managing and building a strong staff team and in interacting with and cultivating an active, governance-oriented Board of Directors.
- Experience working with clients, families, and professionals in a team setting.
- The ED will be an active listener with sensitivity to developmental disability issues.
- Successful candidates will possess excellent verbal and written communication skills and experience in public speaking and presentations.
- Value driven, flexible, organized, accountable and person-centered.

Education:

A Bachelor's Degree is required. A Master's degree in public administration, special education, rehabilitation, or other human services related field is desirable.

SALARY & BENEFITS

Salary will be competitive and commensurate with education and experience. Benefits include paid vacation and sick leave, 100% employer covered health, dental, vision and life insurance, 403b, paid holidays, and additional optional employee-contribution benefits.

TO APPLY

E-mail resume, cover letter and salary requirements to: EDsearch@abilitynowba.org (e-mail applications are required). Resumes without cover letters will not be considered. Applications will be accepted until filled. Ability Now Bay Area is an Equal Opportunity Employer. ANBA hiring policies require an FBI/DOJ background clearance and health and TB clearance.

By applying for this position, you agree you have read the Job Description and this notice: All applicants will be considered. Only those whose skills and experience most closely fit the requirements will be contacted. If you are not contacted, your resume will be kept on file and held in strict confidence.

Ability Now Bay Area, Inc.

Job Description

Job Title: Executive Director
Department: Administration
Reports To: Board of Directors
FLSA Status: Exempt
Effective Date: TBD

Summary

Plans, organizes, and directs the operation, activities, consultants and staff of Ability Now Bay Area (ANBA), Inc. by performing the following duties personally and through subordinate supervisors.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Oversees all matters of administrative and supervisory detail in connection with the operation of the organization.
2. Represents the organization as its chief executive in all dealings with other organizations, individuals, and the general public, or delegates an appropriate representative.
3. Assists in preparation of the annual budget and directs purchases and expenditures within the limits of the approved budget.
4. Develops and maintains public contacts.
5. Assumes responsibility for fundraising activities as authorized by the Board of Directors and investigates diversified sources of new funding.
6. Cultivates individual donor and foundation relationships and ensures viability of Ability Now Bay Area's "Discovering Abilities Sustainable Funding Initiative".
7. Provides the Board of Directors with adequate information, including verbal and written reports, to help them reach sound decisions and establish policies.
8. Reports regularly to the Board of Directors on progress toward organizational objectives and the other issues of concern.
9. Attends Ability Now Bay Area and Mary Valle Foundation Board meetings and committee meetings.
10. Assists the Board in preparation of a plan for the organization and develops and implements short-range goals.

11. Recruits, hires, interviews and terminates employees.
12. Recruits new volunteers and communicates with outside organizations to promote ANBA's volunteer opportunities.
13. Oversees the development and planning of special events.
14. Oversees the coordination and implementation of mass mailings including publication, direct mail appeals, and special events.
15. Assists in the development and creation of grant requests and oversees grant projects.
16. Oversees administrative support services that maintain donor database and correspondence.
17. Oversees the physical plant maintenance.
18. Coordinates board committee activities.
19. Actively participates in the developmental disability community as a member and leader of collaborative councils and committees and develops and cultivates community partnerships.
20. Leads and supports Ability Now Bay Area's programs and services (Micro-Enterprise, Community Integration, Tailored-Day Services, Adult Education classes) and researches and identifies additional services and expanded programs that could meet the needs of under-served individuals with disabilities in the community.
21. Coordinates Mary Valle Foundation paperwork and records.
22. Ensures the implementation of Person-Centered philosophies within the organization.

Changes can occur in essential tasks due to changes in programs, such as those mandated by law, or as a condition to further funding by a grant sponsor or changes in state or federal law. Any change in essential tasks to be performed will be by written notice and will be an essential task or requirement only after such notice has been given.

Additional Job Requirements

Additionally, every staff member may be required to:

- Load and unload buses as needed.
- Assist participants with nutrition as needed.
- Assist in other departments as needed.

Supervisory Responsibilities

Oversees the management of all staff. Responsible for the overall direction, coordination and evaluation of the organization. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and hiring; planning and assigning work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

A Bachelor's Degree is required. A Master's degree in Public Administration, Business, Special Education, Rehabilitation, or other Human Services related field is desirable; a minimum of 5 years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, governmental regulations, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information to board of directors and public groups.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts, such as interest, discounts, and percentages.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram and schedule form. Ability to adapt to varied and changing circumstances.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; and stoop, kneel or crouch. The employee must regularly lift and/or move up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is moderate to loud.

Addendum

It is required that every employee be aware of, and responsible for, the safety of program participants, staff, volunteers and others under his/her supervision or in their work environment. Employees are required to immediately clear or report any safety hazards or unsafe conditions in their work environment.

Requirements for Employment

- Provide a copy of a current physical examination and tuberculosis screening.
- Provide a copy and maintain a current California driver's license or identification card.
- Provide a copy and maintain a current CPR certification.
- Provide a copy of current fingerprint clearance (prints must be sent to Department of Justice within four days of hire).
- Sign a Form I-9 and provide the required documentation.
- Sign the *Ability Now Bay Area Safety Statement*

Each employee will also receive a copy of the *Ability Now Bay Area Employee Handbook*. It is understood and agreed that the employee will read and observe the terms and conditions set forth in the handbook.