



EXECUTIVE DIRECTOR Valley Mountain Regional Center

ABOUT THE POSITION

The **Executive Director** is responsible for providing strategic and operational leadership to Valley Mountain Regional Center (VMRC), located in Stockton, California, and serving children and adults with developmental disabilities in San Joaquin, Stanislaus, Amador, Calaveras and Tuolumne counties. Key duties include overseeing strategic planning, financial management, organizational development, staff management, program operations, and contract compliance. Guidance and oversight is provided by the VMRC Board of Directors and Executive Committee. Positions reporting to the Executive Director include the Chief Financial Officer, Director of Case Management, Director of Human Resources, Director of Information Technology, Director of Clinical Services, and Executive Assistant.

DUTIES AND RESPONSIBILITIES

Vision, Mission, and Strategy

1. Cultivate a strong partnership with the Board of Directors to develop a shared vision for the future of the organization, build understanding around the current mission, and develop appropriate goals and strategies to advance that mission.
2. Create an effective process for long-range strategic planning that engages the Board, staff, vendors, and consumers to develop goals, objectives and operational plans.
3. Develop and lead VMRC's strategy within the broader context of the state political landscape.
4. Provide inspirational leadership and direction to all executives, and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable VMRC to achieve its goals and objectives.
5. Maintain a working knowledge of developments and trends in the developmental disability services field.
6. Work effectively with the Board to expand and develop VMRC's Board of Directors.

Operations Management

7. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers. Ensure that an effective management team, with appropriate provision for succession, is in place.
8. Encourage staff development and education, and assist program staff in relating their specialized work to the strategic priorities of the organization.
9. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people who achieve program goals and objectives.
10. Ensure that the organization has the appropriate systems, physical space, and technology to operate efficiently and effectively.
11. Execute and maintain official records and documents, and ensure compliance with the terms of the performance contract with the State of California, as well as with all federal, state and local legal and regulatory requirements; implement sound risk management policies and practices.
12. Recommend new programs and the modification or discontinuance of current programs, as appropriate, to the Board of Directors.

Fiscal Management

13. Be responsible for developing and maintaining sound financial practices.
14. Ensure qualified staff are retained to accurately manage the financial health of VMRC; ensure a clear and accurate accounting system is maintained, allowing the Board to monitor the VMRC's finances and operations in relation to the approved budget and make informed decisions.
15. Align strategic and operational planning with the organization's budgeting process.
16. Work effectively with the Board, union, and outside counsel to negotiate a union contract that is fair and reasonable for VMRC and employees.

Communications, Public Relations, and Advocacy

17. Implement a comprehensive communications plan that engages and informs the Board, staff and stakeholders.
18. Serve as an articulate and knowledgeable spokesperson for the organization. Establish and maintain positive relationships and cooperative arrangements with the many groups that support the work of VMRC, including community and business leaders, consumers and families, public officials, vendors, and potential funders.
19. Keep current on public policy and legislation affecting VMRC's work, and provide strong advocacy for the organization's interests; collaborate with other regional centers and the Association of Regional Center Agencies (ARCA).
20. See that the board is kept fully informed on the condition of the organization and all important factors influencing it including measurement of financial, programmatic, and impact of performance against stated milestones and goals.
21. Complete other duties as assigned to maintain the efficient functioning of the organization.

QUALIFICATIONS

- Master's or Bachelor's degree in Business, Public Administration, Social Work, or related area; an advanced degree is highly desirable.
- A minimum of five (5) years of progressive experience in administering an organization or division involved in human social services. Experience in organizations providing services for people with developmental disabilities is preferred.
- Applied knowledge of the unique needs of children and adults with developmental disabilities and their families.
- Working knowledge of government contracting, compliance, state and federal funding.
- 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.
- Prior experience providing support to a Board of Directors is preferred.
- Prior experience working in a unionized environment is preferred.
- Proficient in the use of Microsoft Office computer applications.
- Excellent oral and written communication skills.
- A combination of training, education, and experience, that is equal to all of the qualifications above.

WORKING CONDITION AND PHYSICAL REQUIREMENTS

The majority of duties are performed in the office and out in the community. The person in this position must have reliable transportation and be able to travel locally and out of town regularly. The position requires the ability to sit at a work station for long periods of time. Frequent 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 on a daily basis. Excellent oral and written skills are essential.

SALARY AND BENEFITS

This is a full-time, exempt position, with a salary range of \$145,080 to \$190,000 annually. Employee benefits include 13.50 paid holidays per year plus 2 floating holidays as well as 12 sick days per year. Employees accrue 15 to 30 vacation days per year based on length of employment. Sick and vacation cash out programs are available for those that do not fully utilize their sick and vacation time. VMRC covers 100% of the premiums cost of dental insurance for the employee and dependents, 100% of the premium cost of vision insurance for the employee, and up to \$925.00 per month towards the cost of medical insurance. VMRC also pays for employee group term life insurance, participates in a CalPERS pension program, offers a 457 deferred compensation program, and an employee assistance program.

ABOUT THE ORGANIZATION

Valley Mountain Regional Center (VMRC) is a private, non-profit corporation that supports people with developmental disabilities as they enrich their lives through choices and inclusion, and is committed to securing quality, individualized services in collaboration with families and the community.

Founded in 1974, VMRC serves 13,000 children and adults with developmental disabilities in San Joaquin, Stanislaus, Amador, Calaveras and Tuolumne counties. VMRC has a budget of \$170 million, is funded by the Department of Developmental Services (DDS), and guided by a Performance Contract with DDS and a Strategic Plan. With 300 employees, and the assistance of several volunteers, VMRC provides diagnostic, evaluation, case management, and early intervention services to people with developmental disabilities. Please visit www.vmrc.net for more information.

Valley Mountain Regional Center is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to disability, race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, age, veteran status or any other characteristic protected by local, state or federal law.

FILING AN APPLICATION

If you are interested in this outstanding opportunity, please submit a letter of interest, no more than two pages, addressing the responsibilities and qualifications detailed in the announcement, and a current resume of professional experience, educational background, and other pertinent information, by **Friday, September 23, 2016**. Email your letter of interest and resume as .doc, .docx, or .pdf attachments to ExecSearch@pathwaysfacilitation.com. Paper applications will not be accepted.

RECRUITMENT TIMELINE AND PROCESS

Open: September 1 to September 23	Resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to a first interview. Top candidates will be invited for a second interview.
Screening: September 1 to October 5	
First Interviews: Saturday, October 15	
Second Interviews: Saturday, November 12	
These timeframes are firm, please plan accordingly.	

For confidential inquiries, feel free to contact one of our search consultants, Anh Nguyen or Ami Sullivan at (916) 258-7289, or email Anh at anh@advocacyamp.com, or Ami at ami.sullivan@kineticflowcorp.com