

Helping Hands East Bay
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Job Announcement - Executive Director

Post Date: March 15, 2024

Position: Executive Director

Full-time, Exempt

Annual Salary Range: \$99,648 - \$104,630

Benefits: Paid sick leave, vacation, holidays, medical/dental/vision insurance

Organization Description

Helping Hands East Bay (HHEB) is a 501 (c) 3 nonprofit corporation founded in 2015 based in the City of Alameda. Led by family members who have lived experience navigating service systems for individuals with intellectual and developmental disabilities, Helping Hands East Bay's mission is to empower underserved Asian immigrant families impacted by developmental disabilities to live **dignified and satisfied** lives by providing information, education, support and services. Our bilingual and bicultural staff of 20 members are fluent in Cantonese, Mandarin and Vietnamese languages. We work tirelessly toward our vision: Asian immigrant families with limited English proficiency who are living with developmental disabilities will have **easy and equal access** to available resources in health/behavioral health care, education, employment, housing, social, recreational, and developmental services, as well as community and faith-based resources to enable them to live **hopeful and joyful** lives.

Helping Hands East Bay currently has four programs serving Asian adults with developmental disabilities and their families. Tailored-day service is a 1:1 training to navigate postsecondary education and prepare for employment. Supported employment provides 1:1 job coaching for clients at their job sites. Community integration day program provides 1:3 staff to client ratio supporting clients to access volunteer and social recreation services in the community. HHEB has ongoing contracts with the Regional Center of the East Bay and the Department of Rehabilitation to provide these services. Family support program is funded by a Service Access and Equity grant from the Department of Developmental Services to provide education and support to parents. HHEB's FY 23-24 annual budget is \$1 million.

Helping Hands East Bay Executive Director Search (P.2)

Duties and Responsibilities

Reporting to the board of directors, the Executive Director shall lead HHEB's team of managers and staff to fulfill the mission and vision of Helping Hands East Bay while overseeing all day-to-day operation of the organization. This includes the following areas:

1. **Board Relations** - Maintain close communication with board chairperson and present reports to the board of directors during bimonthly board meetings.
2. **Financial Management** - Supervise accounting/payroll staff and work with board treasurer and accounting consultant to ensure organization's financial health and prepare for annual financial review or audit.
3. **Human Resource Administration** - Recruit, hire, train and evaluate staff, including the ability to discipline and terminate employees, if necessary. Ensure compliance with federal, state and local employment laws. Recruit a part-time HR Specialist to act as the custodian of record who will comply with CA Department of Justice regulations and work with health benefits brokers; Complete workers compensation annual audit.
4. **Program Development and Evaluation** - Supervise assistant executive director and program managers to ensure quality services are provided to clients and families; Provide leadership for program evaluation and set goals for improvement and expansion; Oversee administration of annual consumer and family member satisfaction surveys to gather feedback from stakeholders.
5. **Grant Writing and Fundraising** - Write grant proposals to compete for DDS Service Access and Equity funding and other available funding such as Asian Pacific Fund grants; Provide leadership for fundraising efforts such as Give-in-May online donation campaign and in-person gala or walkathon.
6. **External Networking and Contractors** - Represent HHEB with major funders: Regional Center of the East Bay (RCEB), Department of Developmental Services (DDS), Department of Rehabilitation (DOR); Represent HHEB in external committees such as RCEB Diversity & Equity Committee, Providers & Vendors

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Advisory Committee; Engage independent contractors of various expertise to assist with organization's operations such as technology, staff training, graphic design and website design. Evaluate and improve external communications such as website and newsletter.

- 7. Compliance and Quality Assurance** - Provides leadership for CARF Accreditation process for the supported employment program; Ensure implementation of grant funding requirements; Ensure reporting of suspected abuse/neglect and Special Incident Reports to appropriate authorities; Act as the Corporate Compliance Officer to investigate complaints; Evaluate and maintain adequate insurance coverage for risk management.

Qualifications

- Bachelor's degree with 3 years of experience as an executive director or master's degree with 3 years of experience as a program director in the field of developmental disabilities services
- Bilingual in Cantonese or Vietnamese
- Proven track record of successful grant writing
- Lived experience as a family member of an individual with developmental disabilities preferred but not necessary
- Proficient in computer skills such as Google workspace and Microsoft 365
- Demonstrated competence in financial and budget management
- Experience in human resources: recruitment, staff development and employment policies
- Demonstrated competence in team building and staff development
- Excellence in oral and written communication
- A passion to reduce disparity among underserved Asian immigrant communities living with developmental disabilities

How to Apply

Please send your resume and a cover letter to EDsearch@hheb.org