

Job Announcement - Executive Director
Helping Hands East Bay
www.hheb.org

Post Date: March 1, 2025

Position: Executive Director

Full-time, Exempt

Annual Salary Range: \$93,600 - \$102,600

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

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 current staff consists of 20 bilingual and bicultural members who are fluent in Cantonese, Mandarin, Vietnamese and Khmer languages. We work tirelessly toward our vision that 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.

Summary of Role

Reporting to the board of directors, the Executive Director shall lead to fulfill the mission and vision of Helping Hands East Bay while overseeing all day-to-day operation of the organization.

Duties and Responsibilities

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 specialist to manage payroll and financial records. Work with the board treasurer to ensure the organization's financial health and prepare for annual independent financial review or audit.

- 3. Human Resource Administration** - Supervise HR/QA specialist to develop staff training and oversee staff performance evaluation. Ensure compliance with federal, state and local employment laws. Act as or designate a custodian of record who will comply with CA Department of Justice regulations; Works with health benefits broker and completes workers compensation annual audit.
- 4. Program Development and Evaluation** - Supervise assistant executive director and to ensure quality services are provided to clients and families; Provides leadership for program evaluation and set goals for improvement and expansion; Administer annual consumer and family member satisfaction surveys to gather feedback from stakeholders.
- 5. Grant Writing and Fundraising** - Oversee development of 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 such as 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 Advisory Committee; Engage independent contractors of various expertise to assist with organization's operations; Evaluate and improve external communications such as brochure, website and newsletter.
- 7. Compliance and Quality Assurance** - Provide leadership for CARF Accreditation process for the supported employment program; Ensure implementation of all grant funding requirements; Ensure reporting of suspected abuse/neglect and Special Incident Reports to appropriate authorities; Act as Corporate Compliance Officer to investigate complaints; Evaluate and maintain adequate insurance coverage for risk management.

Qualifications

- Bachelor's degree with at least 3 years of experience as an executive director or master's degree with at least 3 years of experience as a program director in the field of developmental disabilities services
- A passion to support underserved Asian immigrant communities living with developmental disabilities
- Demonstrated competence in financial expense and budget management
- Experience in human resources: recruitment, staff evaluation and employment policies
- Demonstrated competence in team building and staff development
- Excellence in oral and written communication
- Proficient in computer skills such as Google workspace and Microsoft 365
- Bilingual in Cantonese or Vietnamese preferred
- Proven track record of successful grant writing preferred
- Lived experience as a family member of an individual with developmental disabilities preferred

How to Apply

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