

Regional Center of the East Bay

Executive Director Position Profile

ABOUT REGIONAL CENTER OF THE EAST BAY

The Regional Center of the East Bay (RCEB), one of 21 regional centers located throughout California, is a community-based, private non-profit corporation serving the needs of children and adults with developmental disabilities. Regional centers serve as the point of entry into the State's developmental service delivery system and provide life-long services and supports to individuals with developmental disabilities and their families.

With a contract of nearly \$800 million with the California Department of Developmental Services, an operating budget of \$50 million, and a staff of 500, RCEB serves more than 25,000 clients in Alameda and Contra Costa Counties. RCEB works in partnership with many individuals and agencies to provide an array of services, including intake and assessment; determination of eligibility; diagnostic evaluations; and the development of an individual program plan based on each person's abilities and needs.

Regional Center staff assist individuals in obtaining services either through referral or the purchase of a service. Services may include community living arrangements, education, vocational support, medical or dental care, mobility, and the use of transportation, physical therapy, respite, or other supportive services, to name a few. In addition, preventive and early intervention staff provide information and services to families at risk of having children with developmental disabilities or to families who have given birth to a child with special needs.

RCEB is committed to supporting persons with developmental disabilities and their families with the tools needed to achieve lives of quality and satisfaction and building partnerships that result in inclusive communities.

POSITION SUMMARY

The Regional Center of the East Bay, based in San Leandro, California and serving families in Alameda and Contra Costa counties, is in search of an Executive Director to lead the organization into its next phase of growth, leveraging its existing strengths while developing new programs and refining existing ones in response to individuals and families served and community needs. The Executive Director will have a thorough knowledge of the field of

developmental disabilities and demonstrated ability to lead a large, highly complex, non-profit organization chartered in California state law and highly regulated.

The Executive Director will report to the RCEB Board of Directors and provide overall leadership for the Regional Center within the framework of existing legislation, state and federal regulations, state contracts and policies, as well as goals established by the Board of Directors.

The successful candidate will lead and develop a team of five direct reports (Director of Consumer Services; Director of Community Services; Director of Finance and Administration; Director of Health and Behavioral Services; and Director of Human Resources) and a diverse, multi-disciplinary staff of 500 employees in accomplishing complex work with a strong client orientation and person-centered thinking.

The Executive Director will also be responsible for monitoring and managing an operating budget of approximately \$50 million and a disbursement budget of approximately \$800 million, financed by allocations from the State of California general fund and federal reimbursements.

Key priorities are as follows:

- Promote a mission-driven culture with an emphasis on accountability and operational excellence. Provide inspirational leadership that emphasizes engagement and commitment to common goals.
- Identify new avenues for expanding services and greater identification and intake of eligible individuals with intellectual and developmental disabilities.
- Communicate and collaborate with a variety of stakeholders and take appropriate leadership action to meet the advocacy needs of the populations served.

Specific responsibilities include:

General Administration

- Manage day-to-day operations of the staff and program activities of the agency.
- Ensure compliance with legal, regulatory and contractual requirements as well as California state law and procedures.
- Develop long and short-range goals for the delivery of high-quality services for persons with developmental disabilities and their families through the auspices of RCEB.
- Ensure that the agency has the organizational infrastructure required to promote the efficient and effective management of its service programs.
- Coordinate, monitor and orchestrate intra-agency activities.

- Coordinate and supervise the conduct of negotiations between the collective bargaining unit and management. Assure that the existing contract is executed in good faith.

Financial Management

- Direct all financial operations of the agency, including preparation of the annual budget and accountability for managing complex, multi-million-dollar program budgets.
- Maintain transparency on financial control systems and status of agency activities and projects.

Program Development

- Monitor the professional, administrative and budgetary performance of RCEB's service programs and ensure that goals and objectives are being attained; recommend modifications and institute corrective action when necessary.
- Continuously update knowledge of the developmental disabilities field through active participation in meetings of relevant local community, state and national professional organizations. Keep staff and Board of Directors abreast of current and future programmatic and financial trends and their potential impact on RCEB operations.

Team Management

- Determine optimal organizational structure and recruit, coach and retain high performance staff to deliver on organizational priorities. Monitor results and ensure accountability for performance.
- Provide a strong day-to-day leadership presence for all staff. Maintain transparent, productive relationships within the senior leadership team to ensure the agency is working efficiently and productively.

External Relations

- Establish and maintain effective personal and working relationships with government agencies, educational institutions, state and local health and welfare agencies, news media, voluntary health and welfare agencies, civic organizations and professional societies.
- Effectively communicate and collaborate with the California Department of Developmental Services; other regional centers, the State Council on Developmental Disabilities and county councils; advocacy organizations; self-advocates; families; and RCEB service providers and advisory councils.

QUALIFICATIONS

- Advanced degree in health, human services, business, public administration or another relevant field required with minimum of 5 years of increasingly responsible and relevant experience in senior management positions in health or disability services, including the field of developmental disabilities. California Regional Center experience preferred, but not essential. Bilingual a plus.
- An advanced degree may be substituted with a bachelor's degree in a required field with 10+ years of leadership experience in a larger organization and a demonstrated passion for health and human services.
- Experience working in an organization financed by state and federal funding.
- Familiarity with the Lanterman Developmental Disabilities Services Act and its implications for managing the Regional Center and its large network of community service providers.
- Experience in identifying and building strategy for a services portfolio that addresses a wide range of needs for a highly diverse community.
- Demonstrated understanding of inclusive leadership and experience in developing and leading diverse, high performing, multi-disciplinary teams with a track record of delivering desired results.
- Demonstrated experience in program planning, policy development, program administration, budgetary development and fiscal management.
- Demonstrated experience working with professionals in medicine, nursing, allied health and social work on complex and sensitive client-related matters.
- A track record of working with a Board of Directors and the ability to cultivate board member relationships.
- Strong written and verbal communications skills.
- Strong executive presence. Excellent interpersonal skills and the ability to engage a wide range of diverse stakeholders. Ability to be an outgoing spokesperson and relationship builder. High degree of intellectual curiosity and conceptual thinking.

COMPETENCIES

The Executive Director will have demonstrated through prior experience the following qualities:

- *Mission Driven:* A shared commitment to the RCEB mission and vision.
- *Organizational Track Record:* Success in managing significant business or process changes and producing reliable, improving results over multiple years. Keen ability to pivot in response to business needs.

- *Cultural Competency and Inclusive Leadership Skills:* Excellent interpersonal and problem-solving skills, with the ability to coach, mentor, and inspire the leadership capacity of diverse colleagues in serving a diverse community.
- *Diplomacy and Interpersonal Skills:* Ability to work gracefully under pressure and understand and meet the needs of various stakeholders while pursuing a vision.

COMPENSATION

A competitive compensation package will be offered, commensurate with experience, including retirement pension plan with the California Public Employees' Retirement System (CalPERS). The salary range for this position is \$275K - \$325K annually.

Equal Employment Opportunity Policy

Our client provides equal employment opportunities (EEO) to all employees and applicants for employment and prohibits discrimination and harassment based on race, color, religion, gender, gender identity, national origin, sexual orientation, age, disability, or veteran status.

CONTACT

The Lawrence Advisory has been engaged by the client to lead this search.

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For additional information regarding this opportunity, please contact Kathy Johnson.

ABOUT THE LAWRENCE ADVISORY

The Lawrence Advisory is a human-capital consulting firm that offers Executive Search, Organizational Development, Leadership Coaching, and Diversity, Equity and Inclusion Consulting. For more information, refer to our website <https://thelawrenceadvisory.com>.