

Jay Nolan Community Services, Inc.

JOB ANNOUNCEMENT – Executive Director

Date: July 31, 2018

Applications Due: September 1, 2018

Jay Nolan Community Services (JNCS) is a non-profit, 501(c)(3) organization. Its corporate office is based in Southern California. Its mission is to support individuals with Autism Spectrum Disorder and other developmental disabilities to live rich and valued lives as members of the community, by providing customized assistance to meet their needs, including supported living services, supported employment, and other direct support services. Established in 1975 by members of the Autism Society of Los Angeles, JNCS has grown to an organization managing over \$18 million in annual revenues, employing over 500 full and part-time staff, and serving over 500 children and adults with unique needs.

After 25 years of service to JNCS and the community, our Executive Director, Jeff Strully, is retiring effective December 31, 2018. Under Jeff's leadership, JNCS has eliminated segregated, congregate programs and replaced them with community based services based on person-centered planning and services. The agency has a strong management support team, it has the resources it needs to fulfill its mission, and Jay Nolan is in a strong position for future growth.

Our new Executive Director will have the opportunity to expand on this legacy. The Executive Director will report to the Board of Directors and has the overall responsibility for implementation of the organization's Strategic Plan, management of the agency's staff, consultants, and programs, and development of new strategies and programs. The new Executive Director will have knowledge and experience with our agency's funding partners, including local Regional Centers, the Department of Developmental Services, the Department of Rehabilitation, Social Security Administration and other local, state, and national agencies. The Executive Director also will have experience in business and finance, community relations, fund development, and marketing.

Essential Responsibilities Include:

Leadership and Management

- Ensure continuing program excellence by developing the proper organizational supports, providing direction and counsel to staff, and overseeing the agency's financial administration

- Keep the Board of Directors current and informed on relevant matters relating to the operation of the Agency, as follows:
 - Attend monthly Board meetings; with the assistance of the Board President, prepare and distribute the agenda and agency staff reports; attend Board Committee meetings as appropriate; and inform and consult with the Board regarding matters of concern to the agency.
 - Work with the Finance Committee and appropriate accounting staff to (i) provide the Board with routine, timely, accurate, and informative financial reports, and (ii) prepare the annual budget for Board review prior to the start of each new fiscal year.
- Be responsible for the overall administration of day-to-day operations, assuring that the health and safety of staff and clients are priorities.
- Assure that all licensing standards are met and all regulations adhered to, where applicable; and ensure organizational compliance with all applicable federal, state, and local regulations.
- Oversee, direct, evaluate and assist members of senior management in planning, coordinating and delivering the agency's program services.
- Oversee all financial matters of the agency including maintaining budgets, as approved by the Board of Director, approving and reviewing expenditures, and developing financial plans and procedures with the Board of Directors and staff to ensure the agency is in compliance with generally accepted accounting procedures.

Fundraising

- Represent the Agency as Chief Executive Officer in all dealings with other organizations, individuals, and the public or, as necessary, assign an appropriate representative.
- Manage grant writing, budgeting, reporting, and donor expansion.
- Expand fundraising activities to support current programming and new ventures, including grant writing, fundraising events, outreach to new and old donors, and increasing the agency's presence in the community.
- Personally engage current and prospective donors, oversee grant applications, investigate fundraising events expand online fundraising, manage annual appeals and encourage major gifts.

Community Relations

- Serve as the liaison between the Board of Directors, community, families, and funding agencies.

- Educate the general public, stakeholders, and decision makers about issues relevant and current to our community (e.g., self-determination, person-centered planning, minimum wage, budget shortfalls) to promote our values and the health and safety of the people we serve.
- Establish and maintain positive working relationships, coalitions, and collaborations with broad alliances of relevant business, community, family, legislative and other stakeholders and partners, to advance our interests and presence in the community, and to promote and expand our programs
- Understand social media networking, and be willing to engage the community personally on behalf of JNCS through social media outlets.

Planning and Development

In concert with the Board, develop and ensure the implementation of the agency's short and long term (five year) planning process by preparing the agency's Strategic Plan, and reporting regularly on the status of achieving the resulting Strategic Plan's goals and objectives

Human Resources

- Supervise all program directors, administrative staff, and appropriate consultants of the agency, and provide regular performance reviews.
- Work with the Human Resources Department and senior management to oversee recruitment, conditions of employment, personnel action relating to conduct and performance of all personnel
- Ensure the development of appropriate organizational structure and job descriptions, regular performance evaluations, sound human resources policies and procedures, and adequate succession planning

Minimum Qualifications

- Education equivalent to at least a Master's Degree in Special Education, Social Service, Business or Public Administration, or commensurate experience.
- A minimum of 7 years experience in the non-profit sector, including at least 5 years of managerial and administrative experience.
- Strong experience with, and knowledge of, our Regional Center system, funding sources, and regulatory requirements.

- A strong background and demonstrated experience in providing personalized services to people with developmental disabilities and their families, with emphasis on person centered planning and a strong commitment to the values and mission of JNCS.
- Demonstrated record in staff management, delegation, facilitation, conflict resolution, and team building.
- Demonstrated knowledge and experience overseeing financial matters, including audits, reporting, and budgeting; ability to recognize and manage financial opportunities and threats.
- Excellent written and oral communication skills and demonstrated ability to work harmoniously and openly with a Board of Directors as well as with the individuals served and their families and advocates.
- Ability to access and maximize the use of appropriate technology, including for internal communications and data management, as well as external communications and marketing through various social media and internet platforms
- Well developed experience in community relations, marketing, and fund development. Ability to tell the agency's story effectively in public speaking venues.
- JNCS is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

Reports to: JNCS Board of Directors

Compensation & Benefits: Salary will commensurate with experience. We offer a generous benefits package, including medical, dental, vacation, paid time off, and 403(b)

Location: Main office located in Mission Hills (Los Angeles, CA)

Application Deadline: September 1, 2018 (Submit in PDF format, 8 pages max.)

- Cover letter explaining your interest in this position
- Current resume
- Three references
- Writing sample (i.e. article, grant letter, etc.)

Send material to: June Getz, Director of Human Resources
jgetz@jaynolan.org