

Ability Now Bay Area (ANBA) Executive Director

Ability Now Bay Area seeks an operationally astute manager and advocate with extensive experience leading teams who provide individuals living with significant disabilities with a self-directed array of services. This leader will sustainably expand earned & contributed revenue, be an advocate for and with participants & their families, evolve services, and compassionately deliver quality hands-on care.

Ability Now Bay Area was founded in 1939 to provide specialized services to children with disabilities, educate families and heighten public awareness about developmental disabilities. By the 1960s and '70s the organization focused on those living with Cerebral Palsy, and in its modern form, Ability Now Bay Area provides services to people who live with significant physical and developmental disabilities.

The organization has an annual budget of just under \$3M, over 25% of which is supported by the Mary Valle Foundation, which was set up to fund Ability Now Bay Area and whose support will continue. The balance of funding is provided by grants from various government entities, (sometimes provided through intermediaries) in return for services rendered, from fees, and from contributions. There are over 30 dedicated staff, a 3 acre campus that is currently undergoing a significant renovation and upgrade, and an engaged board of 12, many of whom have personal connections to the organization and those served.

[Ability Now Bay Area](#) provides a variety of services and support, including Adult Education, Small Business Development, Technology Access & Training, Health & Wellness Programs, Writing Programs and Community Integration Support. These services are offered in-person, on-line and in hybrid form. The core of ANBA's mission will remain unchanged going forward – providing services that allow for self-direction by participants of the support services – but how this mission is funded and how services are configured and organized, is likely to evolve. There also is an opportunity to expand to serve other individuals with particular needs IF such expansion can be undertaken in ways that are financially sustainable. The organization has a very limited appetite for financial risk, and expansion decisions will be taken by the next Executive Director and their staff, with approval and in partnership with the Board.

The next Executive Director must have a proven track record of execution and managing service delivery, an ability to advocate for and with participants and negotiate favorable financial terms with funders, and a strong focus on maintaining financial balance. The Executive Director must be part strategist, part operations manager, and part advocate for capacity building and funding to accomplish larger goals.

BASIC FUNCTION

The Executive Director is hired by and reports to the Board; manages the organization's staff and day-to-day activities; evaluates ongoing operations; works with other organizations to identify, address and fund needs; and shapes advocacy and programs to advance ANBA's mission.

The Executive Director will provide the overall leadership and strategic direction for the organization. Assisted by staff, they will manage the organization's operations, personnel, programs, funding/fundraising, infrastructure, and finances. The Executive Director will build relationships with public and private agencies, including with the [Regional Center of the East Bay](#), the [California Department of Developmental Services](#); other county, state and federal funding entities; and with partners and counterparts who advocate or provide support to those living with significant disabilities. The overarching objective of the Executive Director and the ANBA Board and staff team is to increase

the beneficial impact of Ability Now Bay Area's programs on the community.

ONGOING RESPONSIBILITIES

LEADERSHIP & VISION

- Fully understand how the idea of participant-direction of personal assistance and care supports the human and civil rights of people with disabilities;
- In partnership with the Board, provide vision and strategic planning for the organization, ensuring that the concerns of staff, the Board and the communities served are taken into account; in conjunction with the Board and staff, ensure attention is focused on strengthening relationships that support ANBA; evaluate, build, pilot and launch new programs that generate participant and revenue growth;
- Understand the differing circumstances, strengths and health/social service needs of current and potential participants of ANBA services; be adept at collaborating with other agencies within the disability rights/public health umbrella to reach common goals and serve common constituents; negotiate with city, county, and state officials on behalf of ANBA participants and staff, with emphasis on the Regional Center of the East Bay;
- Maintain a climate that attracts, retains, and motivates a multi-cultural/diverse, high-quality staff, community volunteers and Board.

COMMUNITY RELATIONS, VISIBILITY AND COMMUNICATIONS

- Serve as an advocate and knowledgeable spokesperson on issues related to the human and civil rights of persons with disabilities, personal assistance services and independent living principles for people with disabilities from culturally diverse communities; expand the public's understanding of ANBA's work; ensure that ANBA's mission and values are clearly and effectively conveyed through its communications materials;
- Conduct extensive public speaking and community outreach; represent the goals and objectives of the organization and others that are partnered with ANBA before public bodies, boards, funding sources, and community organizations;
- Work to increase ANBA's profile across Oakland and throughout Alameda and Contra Costa Counties, while generating potential sources of support; seek to strengthen existing and create new partnerships where appropriate.

POLICY AND PROGRAM SERVICES

- Foster a strong service orientation that is innovative, compassionate and professional; take a passionate interest in programs offered to persons with disabilities;
- Maintain the high quality, cost-effectiveness and high leverage of ANBA investment in policy work, programs and services; continually evaluate existing programs and search for ways to improve efficiency without compromising quality of care; define the impact that ANBA can have in addressing unmet needs and gaps in service;
- Develop relationships with policy makers, program professionals and funders. Convene relevant meetings that cross organizational boundaries, and include partners, funders, and community leaders; where appropriate, develop cross-cutting projects and services in collaboration with other organizations and funders;

- Remain informed of government and other funding streams for services relevant to seniors and people with disabilities in Oakland, California and the nation; advance ANBA as a role model for collaborations that meet immediate and on-going personal assistance needs those living with significant disabilities;
- Create value propositions for programs and services that justify new funding and additional funding from existing sources;
- Maintain a working knowledge of significant trends and developments in the philanthropy field.

GENERAL MANAGEMENT, FINANCE AND ADMINISTRATION

- Ensure, by effective management and leadership, that the day-to-day operations and programs are professionally and efficiently organized and administered; ensure proper administration of contracts, compliance with relevant employment laws, and meet other legal requirements;
- Oversee recruiting, retention, motivation and evaluation of staff to create a team that can both understand each other and meet the multi-cultural complexity of service delivery in Oakland;
- With the Director of Finance and Director of Operations, maintain the organization's fiscal health; ensure that the organization adheres to a sustainable financial plan based on an annual budget reviewed and approved by the Board and that financial performance positively tracks budget and operating plans; foster an atmosphere of transparency and accountability in matters relating to the organization's financial condition.

GOVERNING BODY/BOARD RELATIONS

- Become familiar with and follow the ANBA Governance Policies; develop, recommend and implement policies and procedures as requested by the Board; provide ongoing communication to the Board on critical matters related to ANBA; with the Board Chair and Executive Committee, coordinate the efforts of regular and ad hoc Board committees;
- Assist the Board in identifying and recruiting new Board members whose talents, backgrounds, commitment, and interests align with ANBA needs.

IDEAL EXPERIENCE AND QUALIFICATIONS

The Executive Director will be an experienced leader with the following experience and qualifications:

- Commitment to and knowledge of human and civil rights for people with significant disabilities of any age from diverse communities, coupled with an understanding of person-centered care and independent living principles;
- Demonstrated ability to develop, implement and assess strategies that build new service participants and sustainable revenue streams;
- Proven senior-level managerial and operational, problem solving, and financial experience as an executive in the nonprofit, public or private sectors; a demonstrated ability to develop strategic and thoughtful responses to building organizations and programs that address the diverse needs of those living with significant disabilities;

- A track record in attracting financial support from government sources, foundations, businesses and individuals; demonstrated success in collaborating with others in cooperative funding or fundraising for programs and initiatives;
- Outstanding oral and written communication skills, a history of public advocacy including excellent public speaking skills for formal and extemporaneous presentations;
- A demonstrated ability to work effectively with representatives, advocates and professionals with different backgrounds and from a variety of communities; experience as a problem-solver, facilitator, catalyst for new ideas and leader/influencer;
- Experience with effectively managing similarly sized budgets and staff; proven ability to meet multiple deadlines and balance multiple projects with current technologies;
- Experience with Oakland- and California-based agencies and networks is desirable but not required, as is a master's degree in an appropriate field related to issues of aging and disability.

PERSONAL CHARACTERISTICS

The successful candidate should be:

- A mission-driven individual with a belief in and commitment to ANBA's mission; decisive and resourceful, with the organizational sensitivity to gain the support and confidence of the Board and staff at all levels;
- A grounded visionary and life-long-learner who can see real-world senior and disability needs based on data and trends, and shape programs that are effective, highly leveraged and sustainable; a careful builder with the ambition to identify ways to grow the organization and reach those people without jeopardizing organizational stability;
- A leader who is straight-forward, shares information easily, listens as well as offers advice, and respects the abilities of others; someone who imparts trust and integrity, and guides others in a similar vein;
- A team builder, confident and competent, with strong skills in management and leadership; one who understands the subtleties of recruiting, motivating, directing and retaining a diverse group of personalities with different work styles and backgrounds;
- An empathetic individual possessing a sense of humor, who is able to maintain balance and perspective.

COMPENSATION

Salary Range: \$175,000 - \$195,000 annually

To apply, nominate others, or for further information, please contact:

Kevin Redick

(415) 762-2646 or kevinr@moppenheim.com

Mark Oppenheim

(415) 762-2640 or marko@moppenheim.com

m/Oppenheim Executive Search

San Francisco, CA