



**SteppingStone Adult Day Health** is San Francisco's largest provider of Adult Day Health Care (ADHC). Licensed by the California Department of Public Health and certified as a Medi-Cal provider with the California Department of Aging, the organization has worked since 1983 to help seniors and disabled adults overcome the obstacles to independent living by providing a cost-effective, stimulating, and comprehensive set of health and social services that are all available under one roof.

**Mission:** *"SteppingStone supports independent living for elders and adults with medical challenges through a day health program that optimizes the physical and psycho-social well-being of San Francisco's culturally diverse community. "*

Each of the organization's four centers provide an array of services, including nursing and personal care; medical social work services; meals and nutritional services; medication management; physical, occupational, and speech therapies; and social and recreational activities; as well as round trip transportation. Presently, SteppingStone serves over 300 ethnically diverse seniors and adults with disabilities each month.

The **Executive Director** is the Chief Executive Officer of SteppingStone. The Executive Director reports to the SteppingStone Board of Directors and works alongside the Board of Directors, providing oversight to assure sound financial practices, budgets and the financial viability of the organization. Along with responsibility for day-to-day management, the Executive Director provides leadership to assure that the organization has a long-range strategy for achieving its mission and objectives. The Executive Director is the face of the organization in a way that families, the community, donors, elected officials and the public views SteppingStone as the premier provider of Adult Day Health Care *for elders and adults with medical disabilities*.

**Responsibilities Include:**

**Leadership**

- Serve as the chief executive officer of the organization and assume primary responsibility for all organizational operations.
- Support Board members in their ongoing development, keeping them informed of agency operations, and fiscal and legal issues.
- Provide leadership in collaboration with Program Directors in program development to enhance clients' comfort and well-being.
- Work with the Board of Directors in successful organizational/financial planning.
- Collaborate with the Development Director in fundraising and its part in the organization's strategic planning.
- Oversee the human resources management of the organization with oversight of policies and procedures that meet legal and best practices, enhancing staff morale and retention.
- Enhance or as needed develop trust and relationship with family members and/or caretakers of SteppingStone clients.

- Advocate locally and statewide for ADHC services to ensure maximum funding and equity for SteppingStone's clients, staff and our voice as a leader in Adult Health Services.

### **Fund Development and Public Relations**

- Serve as SteppingStone's primary spokesperson throughout the community and in the media, to enhance the visibility of the organization and to position it as a leading resource for Adult Day Health Care services.
- Work closely with Development Director to establish and implement targeted fundraising plans from varied sources including government/public sector, foundations, corporations, and individuals. Monitor fundraising practices, develop proposals and assure adequacy of fundraising records and documentation.
- Build and maintain effective relationships with community and government agencies, collaborate with partners, and other community stakeholders; develop key business partnerships that open new sources of program funding.

### **Management and Operations**

- Supervise, support and provide a collaborative environment for center Program Directors and all staff.
- Ensure adherence to Title 22 licensing mandate for Adult Day Health Care program. Oversee the licensing MediCal recertification and audits.
- Responsible for the recruitment, employment, retention and release of all personnel. Effectively recognize and support staff talents to maintain the highest level of client well-being through a high level of performance and service delivery. Maintain and enhance a climate that attracts, retains, and motivates a diverse and top-quality staff.
- Institute key staff succession planning.
- Work closely with Information Technology consultant to ensure technology and communications systems and policies are HIPAA-compliant.
- Execute legal documents and consultant contracts (accountant, psych consultant, medical director) and MOUs with shared program community partners.

### **Financial**

- Work with the Board of Directors in organizational/financial planning.
- Work closely with the finance, development staff and Board Finance Committee to develop annual budgets and ensure sound financial practices according to current laws and regulations.
- Oversee and is responsible for the completion of the agency's annual financial audit.
- Ensure proper recordkeeping protocols, including monthly MediCal billing and collections.
- Negotiate all contracts (including Information Technology, Dept. Public Health, California Dept. of Education, Janitorial, transportation, food service, and all other leases) and oversee fulfillment of contract agreements, including reports and analysis.

### **Board/Volunteer Development**

- Work with the Board of Directors to implement the vision, objectives, and goals from the business plan. Manage the execution of the business plan to accomplish the desired results within realistic financial and operational parameters as agreed upon with the Board of Directors.
- Assist in identifying potential Board members and volunteers to meet organizational needs and business objectives.
- Maintain thorough documentation of Board and organizational policies, meeting proceedings, and historical timelines.
- Work with individual board members to develop fundraising opportunities. Accompany board members on solicitations as needed.

**Qualifications:**

- An exceptional leader with a history of strong organizational, political, and fundraising skills.
- A team builder, whose staff shows stability, longevity and increasing skills.
- Minimum five years' experience as an Executive Director of a non-profit organization (preferably in health and human services) or similar position in the for-profit or public sector.
- Masters' degree or equivalent experience in nonprofit management is preferred. Social Work, Public Health, Gerontology, or equivalent would be ideal, but not required.
- Experience working in diverse workplaces creating a work environment promoting inclusion in all its variations, that derives value from clients' and other peoples' different perspectives.
- Demonstrated ability to raise funds from foundations, government sources, and individuals,
- Thorough knowledge and experience of fiscal management, personnel management, and organizational operations.
- Proven track record of successfully managing a multi-million-dollar budget.
- Established as a public speaker, communicator and successful advocate for people and causes. Preference given to an advocate for *elders and adults with medical challenges*. *Is eager to raise awareness and funding for Adult Day Health Services*. Has been successful in a variety of settings (conferences, donors, press, public sector officials, and other stakeholders).
- Policy analysis skills and contacts with health policy and advocacy organizations preferred.
- Proficient in the use of technology, including networking technology.

**Hours & Compensation:** This is a regular, full-time, exempt position. Comprehensive benefits package includes employer-paid medical, dental, and life insurance; 403(b) plan; and vacation and sick leave.

***SteppingStone Adult Day Health is proud to be an Equal Opportunity Employer and encourages a diverse workforce – all qualified persons are encouraged to apply***

**To apply, please respond the following way via email**

- In the Subject line of the email put your Last name and SteppingStone.
- Email in separate word documents, your resume and a cover letter to [candidate@janssenrecruiting.com](mailto:candidate@janssenrecruiting.com)
- Include your LinkedIn profile URL.
- Applications will be accepted until 9/30/18

Your candidacy will be held in the strictest confidence.

**By applying for this position, you agree that you have read the Job Announcement and this notice:** All applicants will be considered. Only those whose skills and experience most closely fit the requirements will be contacted. If you do not hear from us, we will keep your resume on file. We will not release your resume or contact information without your permission. Thank you.

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