



Executive Director
San Rafael, CA

Our Mission

For over forty years, CACS Community Services (CACS) makes a difference for people with intellectual and developmental disabilities (IDD) one person at a time. We provide support through separate and coordinated services in community living and day services.

Our Purpose

To provide an array of individually designed services and supports around community living, family, daytime activities and employment opportunities.

The Executive Director has the overall responsibility for CACS (<https://www.casaallegra.org>) leading with integrity, caring, courage and perseverance. The Executive Director reports to the Board of Directors.

Responsibilities include but are not limited to the following;

- Ensure fiscal solvency and adhere to all regulations governing the various services CACS provides to our clients.
- Create an environment of inclusion for its clients, families and staff.
- Assure that all involved with CACS are knowledgeable about and actively pursue the mission and goals of the agency.
- Articulate the history, mission, purpose and services provided by CACS and assure that all involved with CACS are knowledgeable about and actively pursue the mission and goals of the agency.
- Emulate and support best practices as described by leaders in the field.
- Regularly visit and evaluate each site CACS governs to ensure the needs of all clients are being met in the most efficient and effective client centered manner possible.
- Directly responsible for working with key staff members, ensuring their professional development and creating a work environment that supports CACS mission and goals.
- Responsible for making key mission driven critical decisions for outcome results.

Required Qualifications

- Mission related experience and passion for the mission.
- Experience working directly with individuals with IDD.

- Bachelor's degree in human services or a related field and five years nonprofit management, or ten years of nonprofit management experience.
- Knowledge of best practices in the delivery of services for people with intellectual and developmental disabilities, the service delivery, and rate system in California.
- Knowledge of personnel and labor issues as well as experience in personnel management and supervision in a multicultural environment
- Experience in working with budgets, simple accounting and financial reports.
- Experience working with clients, families and professionals in a team setting.
- Demonstrate an ability to advocate services for the clients, and to present themselves and the agency in a positive light to the community and corporate members in a variety of settings through verbal and written communication.
- Awareness of time and attendance systems, databases, QuickBooks, Microsoft applications (Word, Excel, 365).
- Current valid driver's license and clean driving record.

Preferred Qualifications

- Knowledge of long-term care (ICF/DD-H Homes), Supported Living, and Community based Day Services.
- Value driven, flexible, organized, accountable and person centered.
- Speak and write in Spanish.
- Collaborative, a team player and leader at the same time.
- Ability to develop relationships with clients, family, friends, and co-workers and strive toward helping the people they support to lead meaningful lives and engage in the larger community.

Compensation and Benefits

Salary commensurate with experience. CACS provides competitive health benefits with options for dental, vacation, sick as well as a phone stipend and commuter benefits.

As the Executive Director you will have flexible working hours as an exempt employee. As the Executive Director you are ultimately expected to respond to emergencies on a 24/7 basis unless other arrangements are made (i.e. during vacation, medical leave, etc.)

Equal Opportunity Employer

CACS is an Equal Opportunity Employer without regard to formerly homeless people, race, color, creed, gender, gender expression, gender identity, religion, marital status, registered domestic partner status, sex (includes pregnancy, childbirth, breast feeding, and related medical conditions), sexual

orientation, age, veteran status, national origin or ancestry, political affiliation, physical or mental disability, medical condition including genetic characteristics, or any other consideration made unlawful by federal, state, or local laws.

CACS hiring policies require a background check, health clearance and completion of Fleet Management Training (to drive vehicles owned by CACS) with current cleared DMV check and driver's insurance as well as a vehicle in good working condition for all applicants working directly with at-risk populations.

To Apply

Apply in email to candidate@janssenrecruiting.com

In the Subject line of the email put your **Last name and CACS**. Email in separate word documents, your resume and a cover letter to candidate@janssenrecruiting.com. Please include your LinkedIn profile URL. Applications will be accepted until filled.

By applying for this position, you agree that you have read the Job Description 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. Your candidacy will be held in the strictest confidence. Thank you. www.janssenrecruiting.com