About the Health & Human Resource Education Center (HHREC):

Established in 1984, HHREC is a community-based, nonprofit health and education organization committed to creating healthy communities by improving the overall health and quality of life of Bay Area residents by reducing the use of alcohol, tobacco, and other drugs and eliminating racism and violence of all kinds.

HHREC blends health, art, media, and local community voices to create community-based prevention and early intervention strategies that addresses collective physical, mental, and spiritual wellbeing. All programs engage local residents (children, transition-aged youth, adults, and elders), consumers, family members, and service providers to organize, design and plan program activities.

With a consolidated annual budget of approximately $1.5 million, including program and fiscally-sponsored resources, a staff of 10 and a six-member Board of Directors, comprised of public and private sector leaders, HHREC is a well-regarded, health and human service organization positioned for continued compassionate service and growth.

For more information about HHREC, go to: www.hhrec.org.

About the Position:

The Board of Directors of HHREC is seeking a highly qualified, collaborative and results-oriented leader to take the helm of this mission-critical, anchor organization. The Executive Director is an exempt position with the overall responsibility for overseeing administration, finance, programs and strategic plans for the organization. Other key duties include fundraising, marketing, and community outreach. This position reports directly to the Board of Directors.

Major Areas of Responsibility:

Board Governance: Works with the Board of Directors to fulfill the organization’s mission.

- Responsible for leading HHREC in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
Organization Mission and Strategy: Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for strategic planning to ensure the organization can successfully fulfill its mission into the future.
- Responsible for representing HHREC to external audiences and enhancing the organization’s image by being active and visible in the community and working closely with other professional, civic and private organizations.

Organization Operations. Oversees and attracts sufficient resources to ensure that HHREC’s programs and operations are managed in a systematic and effective manner.

- Responsible for effective administration of all facets of HHREC’s operations.
- Responsible for the hiring, retaining and developing competent and qualified staff.
- Responsible for signing all notes, contracts, agreements, and other instruments made and entered into and on behalf of HHREC.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of HHREC.

- Responsible for the fiscal integrity of HHREC, including developing and submitting an annual budget and monthly financial statements to the Board which accurately reflects the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget and ensuring maximum resource allocation while maintaining HHREC in a positive financial position.
- Responsible for fundraising and developing other resources as required to support HHREC’s programs and operations.

Professional Qualifications:

- A bachelor’s degree in Public Health, Education or a related field.
- Five or more years of senior nonprofit management experience.
- A record of ethical, transparent and high-integrity leadership experience.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to convey a vision of HHREC’s strategic future to staff, board, volunteers and donors.
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector.
- Skills to collaborate with and motivate board members and other volunteers.
- Strong written and oral communication skills.
- Ability to interface and engage diverse volunteer and donor groups.
- Demonstrated ability to oversee and collaborate with staff.
- Strong public speaking, writing and other communications skills, including social media platforms.
- Proficient with Microsoft Office Suite Mac OS X.
- Ability to prioritize and consistently meet deadlines.
- Clean driving record and a valid driver’s license.
- Ability to maintain a welcoming organizational culture and use non-stigmatizing language.
• Demonstrates comfort in interacting with a diverse demographic with respect to ethnicity, gender, age, physical ability, and sexual orientation.

**Compensation and Benefits:**

The Salary Range for this position is $96,097 - $100,000. There is an excellent benefits package including medical; paid time off; and mileage, employee parking & cellphone expense.

**How to Apply:**

HHREC is partnering with Walker and Associates Consulting – a Bay Area-based, national strategic management consulting and search firm – to facilitate this search. To apply, email a cover letter, resume and list of three references (candidates will be notified in advance of any outreach to your references) to HHREC@walkeraac.com on or before 5:00 p.m. PST on Friday, June 12, 2020. Use the subject line: Executive Director Search. Please submit PDF or Microsoft Word files only, preferably with all materials in one combined file. Resume review begins immediately. *Questions or Nominations? Contact HHREC@walkeraac.com.*