

## **EXECUTIVE DIRECTOR SERVICES FOR BRAIN INJURY SAN JOSE, CA**

### **About Services for Brain Injury (SBI)**

Services for Brain Injury (SBI) is a 501(c)(3) tax-exempt non-profit corporation based in Northern California's Bay Area. SBI's mission is to provide rehabilitation and vocational services to assist those with a traumatic brain injury to achieve their highest level of independence. For 25 years, we have been providing the most comprehensive yet cost-effective services for people with any kind of brain injury at diverse levels of independence and various stages of recovery.

SBI maintains meaningful relationships with local businesses and events in order to spread awareness about brain injury, provide education about disability, and promote diversity. We are striving to achieve a more harmonious, undivided, and understanding community. SBI's Mission Statement is to provide clients and families with rehabilitation and vocational services to achieve their highest level of independence while promoting community awareness

### **Position Overview**

Services for Brain Injury seeks a highly qualified Executive Director to lead our organization that will report to the Board of Directors. The Executive Director oversees a team of 25-30 staff consisting of professionals, clinicians and consultants and is responsible for running all aspects of the business for SBI in addition to having overall strategic and operational responsibility. Key responsibilities include:

#### **Board Governance: Works with board in order to fulfill the organization mission.**

- Responsible for leading SBI in a manner that supports and guides the organization's mission, vision, and goals in partnership with 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.
- Attends Board Meetings and reviews areas of priority to be focused on. Prepares agenda.

#### **Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.**

- Responsible for the fiscal integrity of SBI, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support SBI's mission.
- Researches, identifies, and acquires sources of fund raising
- Solicits and submits grant proposals for current and additional programs

#### **Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.**

- Responsible for implementation of SBI's programs that carry out the organization's mission.
- Responsible for strategic planning and outcomes tracking to ensure that SBI can successfully fulfill its Mission into the future.
- Responsible for the enhancement of SBI's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

**Organization Operations: Oversees and implements resources to ensure that the operations of the organization are appropriate.**

- Responsible for effective administration of SBI's operations.
- Responsible for the hiring, ensuring appropriate salaries, performance appraisals, and retention of competent, qualified staff.
- Provides leadership to SBI personnel through effective objective setting, delegation, and communication.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Oversees the preparation of office policy and procedure manual, outlining specific duties and responsibilities to further strategic objectives.
- Manages the facility.

**Qualifications:**

- Bachelor's degree (master's degree preferred) and a minimum of five years experience in nonprofit leadership and administration in human services with knowledge of the needs of the disabled.
- Thorough understanding of the regulatory requirements under which nonprofits operate.
- Strong organizational management with the ability to motivate and develop high-performance teams, oversee and collaborate with staff and ability to convey a vision of SBI's strategic future to staff, volunteers and donors.
- Strong written and oral communication skills, including public speaking.
- Management experience in working with personnel, developing budgets, and grants accountability.
- Success with fundraising strategies and donor relations unique to non-profit sector focused in human services.
- Flexibility with scheduling requirements to attend functions outside of regular office hours.
- Preferred experience managing a successful business responsible for the profitability of the organization.
- Working knowledge of the CARF certification process and due diligence.

**Salary**

Salary is commensurate with experience and includes a quality benefits package with health, dental and vision insurance.

**How to Apply**

Please submit a cover letter including salary requirements and resume to [PilarPablo@SBICares.org](mailto:PilarPablo@SBICares.org)

