Responsive Caregivers of Hawai'i

Responsive Caregivers of Hawai'i (RCH) is seeking a unique Chief Executive Officer to lead a team of passionate staff and partner with the Board of Directors. This is no ordinary Chief Executive Officer role. This individual must have an innovative mindset and the drive to take RCH to the next level of service delivery. If you are ready for a challenge while working in a nonprofit full of love and compassion, read on and consider applying.

About Responsive Caregivers of Hawai'i

Responsive Caregivers of Hawai`i (RCH) is a non-profit social services organization founded in 1975. It has served our community with dedication to the mission of serving individuals with developmental and physical disabilities to reach beyond their limitations to achieve the quality of life they desire.

We believe that every individual has the right to establish and maintain, independently or with the support of family and friends, a lifestyle of their choice in the community. We support, encourage and honor an individual's right to self-determination and to be treated with dignity and respect. The fundamental role of RCH is to be creative and flexible in person-centered planning and the delivery of services and support.

RCH has a full-time staff of 75 for about 100 clients and operates on a budget of $3.1 million generated primarily on waiver income from State government (Department of Health).

Home and Community-Based Services

Adult Day Health & Community Learning Services - Based out of the Kapolei and Dillingham-area facilities, participants develop personal skills, confidence and competence enabling them to lead a quality life in their communities and expand experiences and choices.

Discovery and Career Planning & Employment – Supporting and facilitating the interests people have to explore employment through a process of discovery and empowerment.

Domiciliary Homes – Licensed by the State of Hawai'i, we operate two homes for eight residents offering nurturing and supportive family environments. Supported employment, community service and day activity programs are integrated into individual plans.

Residential and Community Habilitation – Individualized one-on-one assistance to increase independence, develop natural supports, develop personal relationships and contribute to assisted employment and volunteerism.

Vision

Responsive Caregivers of Hawai'i will be recognized for its responsive and compassionate programs and services to ensure that all Hawaii's citizens with developmental disabilities and other special needs will be integrated into the community and have meaningful relationships with families and friends.

Mission

Our mission is to increase independence, productivity, and integration of persons with developmental disabilities and other special needs in Hawai'i.

Strategic Priorities – first 12 months

1) Ensure successful transition to the Person-Centered Model of Service Delivery.
2) Focus on recruitment and retention of staff.
3) Explore upgrading existing facilities.
4) Look for new revenue streams based on the new service model.

Overview of the Chief Executive Officer role

Ideal candidates are entrepreneurial leaders, adept administrators, visionaries and skilled relationship builders. A solid background of program development and evaluation, demonstrated experience leading change and building financial, staff and governance capacity and implementing successful funding strategies is also essential.

Key Areas of Responsibilities

Leadership and Management:

- Ensures sustainability and financial viability of the organization.
- Manages operations of all programs and operating venues; coaches, supervises and facilitates the work of the senior management team, supervisory staff and administrative team.
- Develops institutional capacity and strategy for effective marketing, fundraising and community relations.
- Serves as primary spokesperson for the organization; communicates effectively with the public,
- Builds productive relationships with key community leaders within the public, nonprofit and for-profit sectors as well as partners and collaborators.
- Working in partnership with the Board, develops and updates the strategic plan.

Board Development and Engagement:

- Engages the Board of Directors in effective advocacy, public relations, fundraising, strategic thinking and planning.
- With the Board Chair and nominating committee, strengthens the effectiveness and impact of the Board of Directors.

Financial and Contract Compliance:

- Oversees accounts for all funds, physical assets and institutional controls, including purchasing.
- Manages and negotiates all major contracts; ensures compliance with all applicable state and federal laws and statutes.
- Delivers timely and accurate financial and operational reports to the board.

Program Management:

- Ensures completion of the new Person-Centered Service Delivery Model transition.
- Oversees all aspects of program development and planning, implementation, expansion, evaluation and overall program quality.

Human Resources/Staff Development:

- Oversight of human resources policies and practices. and hiring and supervision of consultants.
- Achieves optimal levels and performance of staff through hiring, orientation, coaching, training and development.
- Ensures job descriptions, regular performance evaluations and sound human resources practices are implemented.

Personal Attributes

• Passionate, mission-driven; self-directed, collaborative, inclusive. • Supports a collaborative and engaged work culture that rewards outstanding performance. • Ability to effectively interact with staff, board and community members. • Ethical; a person of integrity; values diversity. • Effective interpersonal skills; sense of humor. • Strong critical thinking, problem-solving and analytical skills. Innovative and creative.

Required Qualifications and Experience

- Minimum 5-7 years' experience in Executive management and administration.
- Experience in nonprofits specializing in human services and the intellectual/developmental disabilities area, preferred.
- Experience in engaging and developing a Board of Directors and working collaboratively with them to actualize the full potential of their governance to the greatest community benefit.
- Demonstrated successes in fundraising among individuals and major donors, government and foundation grants and corporate sponsors and partners.
- Experience planning, visioning, developing strategy and implementing plans successfully.
- Knowledge and experience with business models, budgeting and accounting. Understands non-profit finances and government contracting; familiarity with Medicaid waiver services and local government contracting processes, preferred.
- A persuasive communicator with effective writing and verbal communication skills. Knows how to market and brand the organization.
- Demonstrated success engaging business, governmental and philanthropic stakeholders and partners.
- Experience in engaging other nonprofits in collaborative and strategic partnerships; public relations/community outreach experience.
- Bachelor's Degree, ideally in social services, management or related field.

Salary and benefits competitive and commensurate with experience. Salary range is negotiable. RCH is an equal opportunity employer. People of color, immigrants, women, LGBTQ persons, and persons with disabilities are encouraged to seek employment.

To apply, please send resume and **salary expectations** in your cover letter to Amari Romero-Thomas, Principal Consultant at Mosaic Consulting and Coaching using this email rchceosearch@gmail.com. Priority consideration will be given to documents received by **April 20, 2018.**