



## **POSITION: Executive Director**

Collaborating Agencies' Disaster Relief Effort is a collaborative of non-profit agencies, social service groups, faith-based organizations, volunteer groups, government agencies, public institutions, and private entities (Community Based Organizations (CBOs)) active in preparedness, response and/or recovery in Santa Clara County. The CBOs and CADRE are dedicated to growing local capabilities to support the community during emergencies/disasters. CADRE serves as the local VOAD (Voluntary Organizations Active in Disaster) and builds community emergency preparedness capabilities by facilitating cooperation, communication, coordination, and collaboration.

## **OVERVIEW**

The ED will be an experienced, dynamic, leader with exceptional interpersonal skills, and a demonstrated track record in organizational development, fundraising, and program management, as well as community engagement, governmental relations, and team building.

Working in partnership with the Board of Directors, the Executive Director (ED) is responsible for the overall leadership of the organization. The ED leads staff toward the achievement of the organization's mission and vision, effectively advocates and fundraises, and must be an example of exemplary ethical conduct.

In this leadership role, the individual performs the following duties personally or through subordinate managers and models respect and professionalism in all dealings with others.

Working with the Executive Committee of CADRE, the ED will update and enhance the collaborative's operations, plans, and training to build a resilient disaster recovery network, direct activities to increase awareness of CADRE, expand partnerships and seek to strengthen resources and financial support.

## **Leadership**

- Set the strategic direction for the organization, in partnership with the Board, and serve as a vision ambassador for the staff, board, and partners;
- Develop and improve organizational infrastructure – including business processes, systems, policies, and tools – to maximize efficiency and support future growth;
- Build relationships with leaders throughout the County/Region/State to create and strengthen organization partnerships;
- Act as the organization's spokesperson, ambassador and advocate with the public and media and actively promote the organization and its value in the community.



## Board Governance

- Work with the Board to ensure that the organizational mission is achieved;
- Communicate with the Board in a timely and accurate manner, maintain required board documents, records and all information necessary for the Board to function properly.

## Staff Management

- Implement sound human resource practices to recruit and retain talented staff and volunteers.

## Planning & Programs

- Engage and build a collaborative network of CBOs who will mobilize following a disaster to serve the community;
- Direct CADRE initiatives that support resilience, equity, and inclusion in all phases of disaster;
- Oversee CADRE's disaster support coordination and recovery activities.

## Financial

- Oversee financial management of the organization to ensure ongoing budget stability, maximum resource utilization, and maintenance of the organization in a positive fiscal position.

## Salary Range

**Funding for this position has been secured for one year, with plans to extend based on future funding.**

Fulltime \$85,000 to \$105,000 plus benefits

Halftime \$42,500 to \$52,500 plus benefits

This is an exempt position. Must be willing to work occasional evenings and weekends. Work may be in-person or remote depending on the needs of each day.

## To Apply

Inquiries, nominations, or applications (including a cover letter, resume, and three (3) professional references) should be directed electronically and in confidence, no later than October 31, 2023 close of business to Marsha Hovey at admin@cadresv.org. We are happy to answer any questions or supply further information.

## Education and Preferred Experience

- BA or BS in a related field. *Substitute experience and qualifications will be considered on a case-by-case basis;*



- Ten (10) or more years of nonprofit, public sector, or relevant leadership in roles of increasing responsibility is preferred;
- Proven fundraising ability, including securing funding from grants, institutional funders and individual donors;
- Demonstrated experience in effective project management;
- Demonstrated experience in community organizing, engaging diverse communities, and bringing together a variety of stakeholders for collaboration to solve common problems facing the community;
- Strategic thinking, creativity and a sense of humor;
- Remain calm and focused under pressure.
- Must show proof of COVID vaccination and boosters

### **Language and Communication Skills**

Excellent interpersonal skills including but not limited to: verbal and written communication, and being comfortable with virtual meetings and events. Effective public speaker, being able to communicate clearly and persuasively in front of large audiences. Be able to listen and respond with respect, consideration, and tact during public forums. Ability to engage and work effectively and with sensitivity towards people of diverse ethnic, cultural, religious, age, and economic backgrounds. Fluent in two languages preferred.

### **Computer Skills**

Proficiency in Microsoft Suite (i.e., Excel, Word and PowerPoint, Teams) and internet usage. Competent using collaboration platforms such as Google Documents, Dropbox, Google Drive and Zoom. Ability to learn WordPress website management software.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations* may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to move about, use hands to handle objects, operate keyboards, tools, or controls; reach with hands and arms; lift objects/parcels without assistance that routinely weigh up to 25 pounds. Employee must be able to stoop, kneel, and crouch; climb stairs/ladders; speak and hear.



## **Equal Opportunity Employer**

All persons are entitled to equal opportunity and personnel or management decisions should be based on merit, qualifications, and the needs of the position. The best qualified applicant or employee should be selected. The organization does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, marital status, mental or physical disability (including HIV and AIDS), affiliation, medical condition (including cancer or genetic characteristics), sexual orientation, age, citizenship or any other classification protected by local, state, or federal law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, compensation, discipline, and termination or any other personal action. All such discrimination is unlawful.

Note: The above job description is intended to describe the general nature and level of work performed and does not contain an exhaustive list of all responsibilities, duties, and skills required.