

# LIVE OAK ADULT DAY SERVICES

## EXECUTIVE DIRECTOR/ADMINISTRATOR

### WHAT ARE WE ABOUT?

The mission of Live Oak Adult Day Services (Live Oak) is to improve the quality of life for seniors with mild to moderate dementia throughout Santa Clara County and to provide support for their caregivers. We do this with a comprehensive program of services including adult day programs, caregiver support groups and referral services. For the dependent seniors, our day programs are designed to provide cognitive stimulation, prevent social isolation, and hopefully delay or prevent unwanted institutionalization. For caregivers, the day program allows them respite from caregiving, while support groups and referral services give them resources to help them maintain their loved one in the family home. We strive to provide these services without significant financial burden for those with limited financial resources.

Live Oak began its Adult Day Services within a church in Los Gatos, CA in 1983 serving eight clients, two days per week. Today, Live Oak operates four centers throughout the community with a staff of 18 employees serving 200 clients annually.

### OPPORTUNITY

Live Oak is poised for continued growth and seeks an experienced executive to oversee its mission and operations. The Executive Director has strategic and operational responsibility for all Live Oak services, programs, staff, and execution of its mission. The Executive Director reports to the Board of Directors. If you are passionate about serving seniors and their families, and have the qualifications listed below, we look forward to further exploring your interest with Live Oak. Salary Range is \$105,000 to \$120,000 commensurate with experience. Benefits include paid vacation, sick leave and health, dental, and vision coverage.

### GENERAL RESPONSIBILITIES

The Executive Director will represent the philosophy of Live Oak; will define procedures and parameters of the services; will engage the community using high standards of professional business ethics; will maintain a standard of day-to-day operations that are in line with state licensing requirements; and will consistently use good judgment and adhere to agency policy with regard to client services, referrals, staff interactions and agency standards.

**Funding:** Apply for new and ongoing funding to support Live Oak programs and services, including government, corporate, foundation and individual funding sources.

- Prepares grant proposals and follows through with their presentation to funding sources.
- Manages contracts.
- Maintains application schedules and grant contract records.
- Attends workshops and community meetings regarding funding opportunities.
- Solicits the individual donor community.

**Financial Administration:** Works with the Board of Directors / Finance Committee to develop and monitor budget projections and expenditures; oversees all financial operations of the agency.

**Personnel Administration:** Hires and trains key personnel for the agency, and evaluates their performance within the guidelines of their position descriptions; adheres to agency policy of equal opportunity employment and affirmative action in hiring decisions.

**Public Relations:** As the primary spokesperson for Live Oak, represents the agency and serves as a liaison with the community to develop awareness of the program and its goals; promotes the agency's services with direct involvement including presentations and media releases. Represents and/or serves on external community committees that enhance and or elevate Live Oak in the community.

**Board Relations:** Clearly communicates and works with board members in developing long and short term agency goals. Serves as liaison between staff and board to interpret policy and assure its implementation. Attends all Board and Committee Meetings.

\* This is not a remote position due to the high volume of daily interactions with families, staff and outside agencies.

#### **QUALIFICATIONS**

- Baccalaureate degree and three years of executive or senior management level experience with a non-profit organization.
- Experience in operational planning and managing an annual operational budget exceeding one million dollars.
- Be familiar with and have experience working with organizations working with the senior community in Santa Clara County.
- Have current, or acquire requisite training required for Adult Day Care Administrator.
- Good knowledge of and experience with implementing nonprofit accounting standards, employment law, and government contracting.
- Excellent written and verbal communication, presentation, negotiation, and supervision skills.
- Must be both a strategic thinker and have solid organizational skills with a keen attention to detail.
- A strong people manager able to lead and foster a positive team culture and morale across the entire Live Oak organization.
- Comfortable using a computer and Microsoft suite of office tools.
- Must have a personal vehicle, proper insurance and good driving record.
- English language proficiency required.
- Include references with your resume

#### **All Live Oak positions require:**

- Current CPR & First Aid Certification
- Mandated Elder Abuse Reporter
- DOJ/FBI Background Clearance
- Clear T.B. Test, Up-to-date Vaccinations, Health Screening

To apply, please submit your resume to Toni Ensunsa at [Toni@liveoakadulthooddaycare.org](mailto:Toni@liveoakadulthooddaycare.org)