



JOB DESCRIPTION

EXECUTIVE DIRECTOR
SUNFLOWER HILL

LIVERMORE, CA

COOK SILVERMAN SEARCH

336 Bon Air Center, Suite 300
Greenbrae, CA 94904

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ABOUT SUNFLOWER HILL

Sunflower Hill is dedicated to creating spaces and places where adults with intellectual and developmental disabilities live, work, learn, and thrive. The nonprofit organization develops independent living residential communities and creates life skills and enrichment programs for adults with intellectual and developmental disabilities.

Sunflower Hill's multi-disciplinary programs and activities are designed for adults with special needs (intellectual and/or developmental disabilities including autism, Down syndrome, cerebral palsy, ADHD, epilepsy, and other chromosomal abnormalities).

Sunflower Hill was founded in 2012 when Susan Houghton gathered a group of parents and community leaders together to discuss what would happen to their adult children with developmental disabilities when they themselves were no longer able to care for them. This dedicated group of parents established Sunflower Hill and dedicated themselves to finding long-term residential options for their adult children with developmental disabilities. The term, 'sunflower hill' was chosen to portray a field of radiant warmth, joy, longevity, and vibrancy.

POSITION OVERVIEW

The Executive Director is responsible for leading, administering and directing, through department managers and directors, all operations of Sunflower Hill. Within the framework of delegated authority and consistent with organizational policies and procedures, ensures the quality of programs, sound fiscal operation, and good management of all internal and external affairs, thereby providing a point of accountability for all activities. The Executive Director is responsible for overseeing the overall administration, residential community development, programs and strategic plans of the organization. Other key oversight duties include developing a fundraising strategy, ensuring Sunflower Hill messaging is clear and in alignment with organizational objectives, and acting as the key point of contact for cities and strategic partnerships. As strong candidate for this important position will have a proven track record of leading teams, be positive, a clear and strong communicator, knowledge of affordable housing and an awareness of working with people with intellectual and/or developmental disabilities.

For more information, please visit <https://sunflowerhill.org>

REPORTING RELATIONSHIPS

The Executive Director reports to the Board of Directors and manages a team of five direct reports, 13 talented and dedicated staff overall.

PRIMARY RESPONSIBILITIES

Board Governance:

- Work with the Board to fulfill the organization's mission, vision and values.
- Lead Sunflower Hill in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Communicate 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.
- Staff liaison to Executive Leadership Committee, Finance and Investment Committee, Strategic Partnership Committee and Nominating and Governance Committee.
- Work closely with Board Members to identify and cultivate new Committee and Board Members.

Organization Mission and Strategy:

- Work with the Board and staff to ensure that the mission, vision, and values of the organization is fulfilled through defined strategic planning of SMART goals and objectives, and through execution of programs, and collaborative partnerships with strategic partnerships.
- Serve as key point of contact for future Sunflower Hill residential communities.
- Oversee all SFH residential communities, programs, and activities.
- Oversee Sunflower Hill's programs that execute against the organization's mission.
- Create and utilize strategic planning to ensure that Sunflower Hill can successfully fulfill its mission into the future.
- Enhance Sunflower Hill's image by being active and visible in the community and local governments, and by working closely with other professional, civic and private organizations.
- Serve as the principal point of contact for the organization, utilizing board members as needed.

Financial Performance and Viability:

- Develop resources sufficient to ensure the financial health of the organization.
- Maintain financial integrity of Sunflower Hill, including the preparation of an annual budget and monthly financial statements which accurately reflect the financial condition of the organization.
- Adhere to fiscal management that includes operating within the approved budget, ensuring maximum resource utilization and maintenance of the organization in a positive financial position.
- Work closely with the Advancement Director to develop an annual fundraising plan to meet the annual operating budgets.
- Develop other revenue streams necessary to support Sunflower Hill's mission, vision, programs, and activities.

Organization Operations:

- Oversee and implement appropriate resources and information management to ensure sound operations.
- Manage effective administration of Sunflower Hill across all of the organizations business units, as well as ensuring that the day-to-day operations of the garden, residential communities and other programs are well-managed.
- Oversee day-to-day management and retention of competent, qualified staff.
- Work across departments to plan, execute, implement, and evaluate organizational events and community engagement opportunities.

External Activities:

- Serve as spokesperson for Sunflower Hill with media and in the community.

Other duties as required**QUALIFICATIONS**

- Bachelor's Degree in Non-profit administration or equivalent experience
- Five or more years non-profit management - experience in the affordable housing sector a plus
- Financial management experience, with solid, hands-on budgeting and forecasting skills, including budget preparation, analysis, decision-making and reporting
- Ability to convey and communicate a vision of Sunflower Hill's strategic future to staff, board, volunteers, and donors
- Knowledge of fundraising strategies and donor relations unique to the non-profit sector
- Ability to create a collaborative environment to motivate board and committee members, partners, community members, staff, and volunteers
- Strong oral and written communication skills, with ability to tailor to the audience
- Strong organizational skills
- Strong critical and strategic thinking ability
- Self-motivated with the ability to multi-task and work independently
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee, coach, mentor and collaborate with staff
- Must be comfortable working with people with all abilities
- Genuine passion for and dedication to the mission of Sunflower Hill

SALARY OR SALARY RANGE

The salary range for this position is \$100,000 to \$125,000 plus limited benefits.

To demonstrate our commitment to equity and equal pay for all, Cook Silverman Search will continue to post salary ranges on all of its job descriptions moving forward. The practice of not posting salaries perpetuates the gender wage gap and discriminates against people of color by causing individuals to negotiate from a disadvantaged starting point.

All employees of Sunflower hill must be fully vaccinated against COVID 19.

TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at apply@cooksilverman.com.

All applications and inquiries will receive a response and be kept strictly confidential.

Sunflower Hill is an Equal Opportunity Employer.