

Job Announcement
Director – Human Services Alliance of Contra Costa

The mission of the Human Services Alliance of Contra Costa County is to ensure the availability of high-quality, cost-effective human services for County residents. The Alliance works in partnership with County government and community stakeholders to collaboratively design and implement effective, community-based services that have sufficient resources and are well-integrated within the broader County system of care. The Alliance was founded 25 years ago and enjoys a strong reputation. The Alliance currently has 28 members who pay dues on a sliding-scale basis.

POSITION OVERVIEW:

The Alliance Director serves as the primary spokesperson and representative for the Alliance in meetings with County staff, elected officials and other stakeholders. He/she also plans and supports Alliance member meetings and maintains the Alliance's operations. The Alliance Director works on a contract basis.

ESSENTIAL DUTIES:

Member services:

1. Plan and staff monthly meetings of the Alliance membership and the Executive Committee, as well as ad hoc meetings of Alliance members.
2. Maintain and expand the number of Alliance members, utilizing personal outreach and recruitment materials.
3. Manage the Alliance's finances in partnership with the fiscal sponsor, including preparation and oversight of annual budget and collection of membership dues.
4. Provide Alliance members with timely information on issues that are relevant to membership, through written summaries and action alerts.
5. Support and lead the creation of Alliance policy goals and priorities – annually or as needed – with significant input and support from Alliance members.

Policy and advocacy:

1. Establish, maintain & manage productive working relationships with County department leaders & staff.
2. Serve on County-driven and other stakeholder bodies (CPAW, Ensuring Opportunity, other) and attend standing meetings related to Alliance members interests, e.g., Mental Health Commission, First 5 Commission, quarterly Behavioral Healthcare contractors, children's contractors.
3. Analyze County policies and practices (e.g., County budget, MHSA implementation) that are relevant to the Alliance's mission, and provide recommendations to members regarding the appropriate action, position or response.
4. Monitor the agendas, communicate as needed with individual members and membership as a whole, and represent the Alliance at key meetings of the County Board of Supervisors and relevant County commissions and committees.

Regional collaboration and coordination:

1. Establish and utilize relationships with nonprofit capacity-building organizations and regional policy groups, including CalNonprofits Regional Partners, Rise Together, and the Alameda Council of Community Mental Health Agencies, to increase capacity of member agencies, and to leverage the Alliance's policy agenda.

COMPENSATION:

- This is a part-time (12 hours/week), contract position. Rubicon Programs serves as fiscal sponsor for the Alliance.
- Compensation is commensurate with experience, starting at \$50/hour (monthly rate of ~\$2,600).

QUALIFICATIONS:**• Required Skills:**

- Meeting planning and facilitation
- Ability to think strategically
- Strong analytical skills (e.g., policies, systems, relationships)
- Strong written and verbal communications skills
- Tact and diplomacy, including ability to build consensus among diverse stakeholders and maintain positive working relationships with Alliance members and key County officials
- Ability to balance Alliance members' individual and shared interests
- Ability to use Microsoft Office suite and cloud-based technologies

• Desired Experience:

- Policy analysis and advocacy
- Familiarity with key public service delivery systems, including physical health care, behavioral health care, and social services
- Familiarity with Contra Costa County service network (public and community-based) in general, and with key leaders/providers within the service network
- Familiarity with Contra Costa elected and appointed officials

• Physical requirements:

- Possession of a valid California driver's license
- Access to a car and ability to travel to meetings throughout Contra Costa

TO APPLY:

- Submit resume and cover letter to Jane Fischberg, Alliance Chair, c/o Amanda Crowe, via email at amandac@rubiconprograms.org.
- Position will be filled ASAP.
- Interviews will be conducted on a rolling basis until the position is filled.