

## **Request for Proposals**

### **Human Care Alliance Director**

#### **Managing Agency or Independent Contractor May Apply**

The Mission of the Human Care Alliance is to educate the public and advocate for Health and Human Services, ensure effective and efficient services by promoting diversity, communication, collaboration and mutual assistance among nonprofit providers, and maintain service through cooperative cultivation of public and private funding and support. The Alliance, a unique collaboration of over 50 nonprofit Health and Human Service Agencies serving Santa Cruz County, has successfully lobbied for additional funds to address new needs within the community and has doubled both its membership and its local jurisdictional funding in the 25 years of its existence. For more information visit [www.humancarealliance.org](http://www.humancarealliance.org)

#### **POSITION OVERVIEW:**

The Managing Agency or Independent Contractor will fulfill the role of Alliance Director, and will coordinate the internal and external communications of the HCA. The Alliance Director also plans and supports Alliance member meetings and maintains the Alliance's operations. The awarded Managing Agency or Independent Contractor will work on a contract basis.

#### **ESSENTIAL DUTIES:**

##### **Member services:**

1. Plan and staff monthly meetings of the Alliance membership and the Executive Committees, as well as ad hoc meetings of Alliance members, including training opportunities.
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 treasurer, 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.
6. Maintain WordPress website and other correspondences.
7. Manage turnout and grassroots advocacy.

### **Policy and advocacy:**

1. Establish, maintain & manage productive working relationships with key staff and leaders of all cities and County department.
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, cities, 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 and Regional Partners to increase capacity of member agencies, and to leverage the Alliance's policy agenda.

### **QUALIFICATIONS:**

#### **Required Skills:**

- Meeting planning and facilitation
- Ability to think strategically
- Strong ability to produce results while working independently
- 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 Santa Cruz County service network (public and community-based) in general, and with key leaders/providers within the service network.
- Familiarity with Santa Cruz 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 Santa Cruz County
- Independent Contractors must carry their own Liability Insurance

**CONTRACT AMOUNT:**

- This is a part-time (15-20 hours/week), contract position
- Compensation is commensurate with experience, approx. \$50/hour

**RFP TIMELINE:**

Issue date: 9/22/2015

Proposal Deadline: 10/23/2015 at 5:00pm PST

Submit proposals to: [hca@humancarealliance.org](mailto:hca@humancarealliance.org)

For questions please contact: Karen Delaney, HCA President,  
[kd@volunteercentersc.org](mailto:kd@volunteercentersc.org) or [hca@humancarealliance.org](mailto:hca@humancarealliance.org)