



Position Title: Executive Director

Location: Hybrid, Oakland, CA

Schedule: 20-25 hours per week, as needed

Salary Range: \$85-100 per hour (commensurate with experience)

Reports to: Board of Directors

The Aphasia Center of California (ACC) opened its doors in Oakland, CA in 1996 and is the longest-running independent non-profit in the United States dedicated to serving individuals with aphasia. Staffed by a team of experienced speech-language pathologists, we offer group-based programs designed to enhance communication skills and maximize psychosocial well-being and quality of life for individuals affected by aphasia, their families and caregivers.

Job Summary:

The Executive Director is the chief executive officer of the Aphasia Center of California, responsible for providing the administrative infrastructure to support the clinical mission of the organization. This role combines executive leadership with the day-to-day operational and administrative oversight necessary to ensure the efficient functioning of the Center. The role includes managing finances, fundraising, compliance, and public relations, while working closely with the clinical staff and Board of Directors to achieve the Center's mission. The potential for growth to a full time position is available depending on program growth and funding.

Key Responsibilities:

- **Strategic Leadership:**
 - Develop and implement the strategic goals and objectives of the Aphasia Center.
 - Collaborate with the Board of Directors to align organizational strategy with mission and goals.
 - Lead the organization's growth and development, ensuring sustainability and impact.
- **Financial Management:**
 - Oversee the organization's financial health, including budgeting, accounting, and financial reporting.
 - Ensure compliance with all financial regulations and maintain accurate financial records.
 - Develop and execute fundraising strategies, including grant applications and donor relations.
- **Operational Management:**
 - Manage the day-to-day operations of the Center, ensuring smooth and efficient administrative functions.
 - Supervise staff
 - Oversee the maintenance and operation of the Center's physical facilities.



- **Board Relations:**
 - Serve as the primary liaison to the Board of Directors, preparing reports, attending meetings, and implementing board policies.
 - Provide administrative support to the Board, including scheduling meetings and maintaining minutes.
- **Public Relations and Community Engagement:**
 - Act as the public face of the Center, representing it in the community, with stakeholders, and in the media.
 - Develop and maintain relationships with community partners and key stakeholders.

Qualifications:

- Master's degree (or equivalent experience) in Nonprofit Management, Business Administration, or a health-related field, preferred.
- 3-5 years of experience in leadership, with a strong background in administrative and financial management.
- Experience in fundraising, donor relations, and grant writing, preferred.
- Experience working in a healthcare setting, preferred.
- Strong leadership, communication, and organizational skills.
- Ability to work collaboratively with a diverse team and community.

In order to be considered for this position, please submit a Cover Letter, Curriculum Vitae, List of Professional References, and Statement of Leadership Philosophy to grace@aphasiacenter.org by Thursday, October 24.