



## Executive Director

*The Board, which consists of families with adults living with intellectual disabilities and others who care deeply about the quality of life of those living with such disabilities, seeks an experienced, senior-level executive to set up housing, associated infrastructure, and partnerships with vendors and service providers.*

*The Executive Director will collaborate with the Board to create an environment that:*

- *is secure, welcoming and empowering for residents and families;*
- *operates in a financially stable way through the full lifespan of residents;*
- *welcomes people of different income levels based on their needs, and*
- *is embraced as a community asset by the Coastsides area, which includes Half Moon Bay, El Granada, Moss Beach and Montara.*

### **BACKGROUND**

Big Wave Group provides housing on a sustainable basis to individuals who live with intellectual disabilities and challenges. The organization originated in 2000 when families began a journey to develop housing shaped to the special needs of their loved ones. Over the years the model has evolved, and construction is scheduled to be completed in March of 2026.

**Big Wave Group** (BWG) is a 501c3 nonprofit that owns, manages, and maintains the property on which a building currently called the **Big Wave Center** is being built. The Center will provide 38 apartments and a variety of common areas for approximately 40 adults with a variety of disabilities. Big Wave will provide an environment that encourages residents' social interaction, community engagement, and personal development based on their individual needs and choices. BWG intends to provide residents and their visitors with front desk reception, coordination and information on enrichment activities at the Center, and normal operating infrastructure. BWG also intends to welcome non-resident members of the disabilities community and the greater coastal community to participate in a variety of social activities and gatherings at the Center. BWG will provide no direct services to individual residents or any other members of the IDD community.

The Center will also contain separate spaces leased to tenants who will independently provide a range of social, recreational, and educational activities to members of the Intellectual & Developmental Disability (IDD) community.

Space in the Wellness Center to be leased to tenants currently includes:

- **31 apartments** will be leased to the Big Wave Community Cooperative which has the right to sub-lease those apartments to individuals with a variety of disabilities according to standards set by the Big Wave Group and the Big Wave Co-op;
- **Seven Apartments** will be leased to individuals who meet low-income eligibility requirements. These units will be leased directly by BWG and are not part of the Big Wave Co-op;
- **Commercial Space Leased to One Step Beyond Inc (OSBI)**, which, through the use of space leased by BWG, will independently provide a broad range of programs and support to those living with IDD through operation of a day program and Culinary Academy.
- **Three Sublease Spaces** may be reserved for potential lease to nonprofit and commercial entities whose mission is consistent with that of Big Wave Group.



BWG operates **Big Wave Farm** which is managed, controlled and operated consistent with BWG's mission. Currently there is a BWG Day Program Coordinator at Big Wave Farm who coordinates with three nonprofit day programs to provide farm experiences to participants of those day programs on a weekly basis. Big Wave Farm regularly hosts corporate volunteers, sells eggs and honey from the farm to the public, and intends to expand farm operations to include volunteer farmers drawn from residents and the Coastside community. There are plans to produce farm products that can be sold to the public, the Center's food program and/or local restaurants. Eventually BWG intends to hire a full-time Farm Manager.

A nine-member board helps BWG drive fundraising activities and exercises governance oversight of the operating budget of about \$1.5M and property and other assets which will be valued at approximately \$35M upon the completion of construction. Sources of revenue for BWG will come from lease and facilities use agreements, and \$750k-\$1M in contributions. Financial projections for the next five years are for BWG to operate with a positive cash-flow, and the Board values close financial management. BWG expects to continue fundraising and undertake capital campaigns in order to raise funds for future on-site projects to be determined by the Board.

In addition, the Board believes that Big Wave can become a major organization in the disability housing space and provide support to other organizations nationally.

***The Executive Director will collaborate with the Board and diverse partners to assure that BWG remains on a solid financial footing, maintains the facility in good working order, and provides a secure and satisfying living environment for residents throughout their lives.***

## **BASIC FUNCTION**

Reporting to the Board of Directors, the Executive Director will ensure that BWG fiscal, facilities, operations, infrastructure, and partnering strategies are effectively implemented across all segments of the organization and will provide overall direction and day-to-day management.

The Executive Director will understand the unique circumstances and health/social support needs of individuals and families being served, and cultivate a facility and operating culture that meets those needs. In this capacity, the Executive Director will execute on the Board's vision; develop strategies, objectives and messaging to optimize facility usage; lead the staff team; and function as the organization's lead relationship builder. Key objectives of the Executive Director include:

- Manage and maintain all Big Wave Group physical assets and the Big Wave Farm leased from San Mateo County;
- Forge and maintain relationships, optional meal offerings, and other on-site enrichment activities that residents may choose to use;
- Provide for good communication, a positive and cooperative working environment, and a strong and welcoming operating culture;
- Strengthen the organization's finances, fundraising, endowment;
- Directly supervise all members of the staff team;
- Function as an ambassador to the Coastside community and others in the IDD space.

## **MAJOR RESPONSIBILITIES**

### **LEADERSHIP & VISION**

- In partnership with the Board, ensure that the concerns and needs of individuals with IDD and their families remain central to all decision making and all operations of BWG.
- Maintain an organizational climate that attracts, retains, and motivates a high-quality staff and Board.

#### GENERAL MANAGEMENT, FINANCE AND ADMINISTRATION

- Ensure that day-to-day operations and programs are professionally and efficiently organized and administered; ensure proper administration of contracts, including compliance with relevant employment laws and other legal requirements.
- Oversee recruiting, retention, motivation and evaluation of BWG staff; facilitate a sense of ownership and accountability by the leadership team.
- Maintain the organization's fiscal health; ensure that the organization adheres to a sustainable financial plan based on a Board-approved annual budget; ensure that financial performance positively tracks budget and operating plans; foster an atmosphere of transparency and accountability in matters relating to the organization's financial condition.
- Ensure compliance with all local, state, and federal regulations related to affordable housing and the needs of individuals with disabilities.
- Monitor and report on the satisfaction of those leasing units through Big Wave Co-op, individual lease holders, and users, partners and nonprofit organizations that provide services onsite..
- Maintain up-to-date knowledge of policy and legislative changes affecting affordable housing and disability services.
- Maintain thorough understanding of the Self-Determination Program (SDP) administered by the California Regional Centers as it relates to, and affects, individuals residing at the Big Wave Center.
- Manage and maintain leasing relationships with outside tenants occupying commercial spaces.

#### FUNDRAISING, COMMUNICATIONS AND VISIBILITY

- Enhance and strengthen development revenue; evolve fundraising strategy that includes staff and Board roles and responsibilities.
- Personally drive individual and institutional major gift solicitations and planned giving solicitations from individuals.
- Conduct public speaking and community outreach with the goal of building increased funding and other kinds of support for the organization; expand the public's understanding of BWG's work; ensure that the mission and values are clearly and effectively conveyed through its communications materials.
- Serve as an empathic advocate and knowledgeable spokesperson on issues related to the quality of life and services for children, youth and adults with IDD and their families.

#### PARTNERSHIPS

- Define, and explore opportunities for strengthening and creating new partnerships and relationships with independent nonprofits and others in the broader community that support residents.
- Provide for BWG's ongoing thought leadership in the field of supported housing; remain current with trends in the field.

#### BOARD RELATIONS

- Become familiar with, and follow BWG's governance policies; develop, recommend and implement policies, program goals and objectives; provide ongoing communication to the board on critical matters related to BWG.

- With the Board Chair and Executive Committee, coordinate the efforts of regular and ad hoc committees; develop board meeting agendas, schedules, retreats and other activities with the Executive Committee; ensure that all committees achieve objectives; encourage board members' appropriate involvement in BWG's range of activities.
- Assist the board in identifying and recruiting new Board members whose talents, backgrounds, commitment and interests are congruent with the needs and mission of BWG.

### **IDEAL EXPERIENCE**

The successful candidate should ideally possess most of the following core qualifications and professional experience:

- Experience with and/or knowledge of the realities of those living with disabilities, especially those who live with IDD.
- Management experience in caregiving and special needs residential environments in the private, nonprofit or public sectors, with a track record of fund-raising, partnership development and coordination with program delivery nonprofits and personnel.
- Leadership experience in developing, implementing, executing, and evaluating strategic plans, with an emphasis on accountability and success metrics.
- Demonstrated track record in attracting and maintaining a diverse and effective team, and building a culture of collaboration and trust among constituents, staff, partners, and the board.
- Possess outstanding written and verbal communications skills, with strong interpersonal and conflict resolutions skills; ability to communicate the organization's mission to diverse audiences; a passionate believer in the mission and potential of BWG to help those living with IDD to be accepted by and integrate with others in our broader community.

### **COMPENSATION**

The range of total base plus variable compensation amounts to \$170,000 - \$200,000 annually.

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