

## Job Description

**Eden I&R**  
**Director of Administration**  
**Full Time/Exempt**  
**Hayward, CA**  
**Hybrid**  
**Salary Range: \$100,000. - \$110,000.**

[Eden I&R \(Information and Referral\)](#) is a nonprofit social services agency, based in Hayward and serving all of Alameda County. We accomplish our mission through a variety of programs and products that are accessible to the general public as well as other social service agencies and government departments. The agency's largest program is 2-1-1 Alameda County, the free, three-digit phone number available 24/7/365 in multiple languages, that connects callers, particularly vulnerable populations, with critical health, housing and human service resource information. Eden I&R also plays a pivotal disaster preparedness and response role in Alameda County.

**Mission and Vision:** To link people and resources. We envision a community empowered with information and connected to resources, so that all people obtain health, happiness, hope, and improved livelihoods.

### **The Opportunity**

The Director of Administration oversees and leads activities in administrative services including human resources, IT, operations and grants management. The primary responsibility of the Director is to manage the day-to-day operations necessary to ensure that the organization achieves its objectives. Reporting to the Executive Director, the Director of Administration works closely with the Leadership Team to develop strategic goals, which they will translate into specific operational objectives. The Director directly supervises the HR Generalist, Office Administrator, IT Project Manager, and IT Engineer.

An ideal candidate should be able to both think broadly and strategically about Eden I&R's work, and also be detail-oriented and organized about the implementation and structures necessary to move the agency's vision into reality. They will have proven senior management experience in a highly dynamic setting. Their organizational, communication, and leadership skills are second to none, and they enjoy developing innovative solutions that push boundaries.

### **Administration Responsibilities:**

- Support the Executive Director to plan and oversee organization development, including analysis and implementation of priorities, partnerships, and program and infrastructure needs.
- Build organizational infrastructure to support Eden I&R's work, including program, human resources, facilities, and technology.
- Oversee human resource functions and policies and maintain Eden I&R as a great place to work and grow professionally.
- Review HR documents/memos and assist with HR compliance issues.

- Integrate operating infrastructure and functions with programmatic efforts, staff, board and partners.
- Serve as a senior level thought partner, mentor, and bridge builder for organization as whole.
- Oversee facilities and associated issues.
- Ensure the agency's operations are successfully documented and a plan in place should a disaster occur in Alameda County and Eden I&R designated disaster response role commences.
- Manage the agency's information technology and data infrastructure.
- Supervise staff and consultants as determined.
- Attend quarterly agency board of directors' meetings and provide operational updates.
- Lead the agency's annual work planning and budget process.
- Occasionally represent Eden I&R with stakeholders that include county supervisors, city councils and their staff, private funders, community-based organizations, and other partners.

### **Grants Management**

- Oversee and manage overall grants workflow to support the full grant lifecycle, including pipeline management, grant recommendations, board approval, grant agreement execution, payments, amendments, compliance, agency/program audits and reporting.
- Build and maintain relationships with various external stakeholders particularly program officers/leads with funding agencies
- Evaluate opportunities to streamline and improve grants workflow, as well as enhance user training on systems and processes.
- Advise and guide program teams on legal compliance, complex grantmaking, and appropriate charitable giving mechanisms to achieve grant objectives and impact, including lobbying, political and primary purpose compliance, and expenditures.
- Lead short- and long-term grants budget planning, including partnering with the Leadership Team and Finance on developing the annual grant allocation and payout. Advise teams on grant payout throughout the year to ensure meeting target payout for current fiscal year as well as flexibility in future years.
- Develop institutional grant compliance policies and procedures.
- Provide guidance on legal due diligence and compliance review procedures to ensure grants and program related investments adhere to IRS requirements for both a 501(c)(3) and 501(c)(4) grantmaking operation.
- Determine optimal team structure for the grants management function

### **Qualifications**

- Bachelor's degree required; Master's degree highly desirable.
- At least 5 years of leadership or management experience overseeing multiple programs or functional areas in an organization, preferably in a social services environment.
- 5 years' experience working with high-need communities in crisis.
- Grants and government contracts management experience.
- Finance knowledge and experience is preferred.

- Experience analyzing data, drawing conclusions and writing a narrative to describe the data and recommendations to best meet goals.
- Ability to implement vision, think strategically, creatively problem solve, take initiative, exercise good judgment and lead change.
- Excellent communicator.
- Familiarity working with vulnerable populations and/or Alameda County a plus.
- Strong computer skills, familiarity with Office 365 suite
- Strong interpersonal and team building skills
- Sense of humor is a plus!

### **Benefits and Compensation**

Competitive compensation package commensurate with experience includes medical, dental, 401(k) and other benefits. Salary range is \$100,000-110,000 based upon experience.

***Are you looking for growth?*** At Eden I&R you will have the opportunity to work with a growing nonprofit that is seeking to expand programming and reach due to needs in the community. This is an opportunity to potentially grow with additional responsibilities.

### **To Apply**

Please send your resume and cover letter to Stacy Nelson & Associates-Leadership Search Partners at [stacyn@stacy-nelson-and-associates.com](mailto:stacyn@stacy-nelson-and-associates.com). Applications are due by January 6, 2023.

***Eden I&R is an equal opportunity employer***