



Job Description

Department:	All Departments	Location:	San Fernando/Canoga Park
Job Title:	Executive Director	Reports to:	Board of Directors
Exempt/Non-Exempt:	Exempt	Revision Date:	8/7/2026
Position Type:	Full-Time (40 hrs/week)	JD Approved by:	Board of Directors
Pay Range:	\$175,000 - \$210,000	Apply at:	ECDA@netzelgrigsby.com
Work Arrangement	<u>5</u> days per week in the office.	Office Based	On-site

****Schedule is subject to change at the needs of the department.**

Job Description

The Organization

El Centro de Amistad (ECDA) is a community-based behavioral health organization serving children, adults, and families throughout the San Fernando Valley. ECDA is committed to providing accessible, culturally responsive services to Latino, immigrant, low-income, and other historically underserved communities.

Position Opportunity Summary

El Centro de Amistad seeks an experienced and mission-driven Executive Director to provide strategic, operational, financial, and organizational leadership.

Reporting to the Board of Directors, the Executive Director serves as ECDA's chief executive officer and is responsible for advancing the organization's mission, implementing its new strategic plan, ensuring the quality and sustainability of its programs, and supporting a strong and effective staff.

The successful candidate will be a visible, accessible, and accountable leader who develops strong relationships with staff, the Board, public agencies, funders, and community partners.

Key Role and Responsibilities

Strategic Leadership and Organizational Management

- Partner with the Board and senior leadership team to implement ECDA's strategic plan, establish organizational priorities, and ensure long-term sustainability.
- Identify emerging community needs, organizational risks, funding opportunities, and opportunities for responsible growth.
- Lead organizational planning, change management, and continuous improvement while fostering a culture of collaboration, accountability, transparency, and inclusion.
- Establish clear organizational performance measures and regularly report financial, program, compliance, and strategic plan progress to the Board.

Program, Financial, and Operational Excellence

- In partnership with qualified clinical leadership, ensure the delivery of high-quality, culturally responsive behavioral health services through effective oversight of clinical operations, program performance, service quality, and client outcomes.
- Provide executive oversight of ECDA's approximately \$11 million annual operating budget, financial planning, internal controls, financial performance, and stewardship of resources. Oversee cash-flow management, audits, billing and reimbursements.
- Promote effective coordination and consistent practices across ECDA's programs and locations.
- Ensure that ECDA has effective human resources, technology, facilities, and administrative systems to support all programs, staff and long-term sustainability.

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Contracts, Compliance, and Risk

- Ensure compliance with government contracts, Medi-Cal requirements, licensing standards, grant conditions, and applicable laws and regulations.
- Oversee contract deliverables, billing, reimbursement, documentation, and reporting.
- Work with clinical, financial, compliance, and program leaders to identify and address organizational risks.
- Maintain effective relationships with public agencies, funders, regulators, and referral partners.

Leadership and Community Engagement

- Recruit, develop, support, and evaluate the senior leadership team while strengthening organizational culture, staff development, succession planning, and employee engagement.
- Partner closely with the Board to support governance, fundraising, and strategic decision-making.
- Serve as ECDA's primary ambassador, building strong relationships with donors, funders, public agencies, community organizations, and other stakeholders to advance the organization's mission and impact.
- Lead ECDA's fundraising and revenue-diversification efforts.

Candidate Profile

The successful candidate will be a collaborative and strategic executive with experience leading complex nonprofit, behavioral health, healthcare, or human services organizations. They will possess the judgement to delegate and utilize the expertise of their staff and Board while overseeing diverse functional areas. They will be able to ask thoughtful questions, make informed decisions, and empower a strong leadership team while maintaining accountability for organizational performance.

This is an on-site position that requires regular travel among ECDA's locations throughout the San Fernando Valley and a visible presence at community and partner meetings.

Ideal candidates will demonstrate:

- Senior executive leadership experience in a nonprofit, behavioral health, healthcare, social services, or related organization.
- Knowledge of behavioral health services, government funding, contracts, grants, and regulatory requirements.
- Experience overseeing organizational strategy, operations, financial management, compliance, and program performance.
- Success partnering with a nonprofit Board of Directors and leading organizational growth and change.
- Ability to build productive relationships with staff, clients, public agencies, funders, and community partners.
- A commitment to serving culturally diverse communities, including Latino, immigrant, and low-income populations.
- Excellent communication, relationship-building, and public leadership skills.
- Emotional intelligence, integrity, sound judgment, resilience, and a leadership style that balances collaboration with accountability.

Qualifications and Education Requirements

- Bachelor's degree in nonprofit management, business administration, public administration, behavioral health, social work, psychology, public health, or a related field, or an equivalent combination of education and relevant executive experience.
- At least seven years of progressively responsible senior management or executive leadership experience.
- Experience supervising staff and managing multiple organizational functions.
- Must clear HIPAA certification, Department of Justice, and TB clearance.
- Must have reliable transportation, a valid California driver's license, and current automobile insurance. Must have the ability to travel among ECDA locations and community meetings. Employees who use a personal vehicle for work-related purposes are responsible for maintaining required insurance coverage and assume all liability associated with the operation of their vehicle.

Preferred

- Master's degree in Business Administration, Public Administration, Public Health, or a related field.
- Executive experience in a behavioral health or community-based service organization.
- Experience with Los Angeles County behavioral health systems, Medi-Cal, and/or public contracts.
- Knowledge of the San Fernando Valley and the communities ECDA serves.
- Professional fluency in English and Spanish is strongly preferred.



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- Experience leading an organization through growth, transition, restructuring, or strategic change.
- Experience with fundraising, grants, public funding, and revenue diversification.

Comment

Candidates must be able to work effectively with their team and Manager, demonstrate adaptability, and accomplish program goals and objectives. Candidates should demonstrate empathy, courtesy, interest, and a willingness to adhere to safety rules and to computer, email, Internet, and dress code policies.

The benefits of joining the ECDA team include (If eligible) health insurance, vision, dental, long-term disability, AD&D, life insurance, vacation, sick leave, paid holidays, jury duty, bereavement, and 401K matching.

All employees must demonstrate an understanding, patient, and receptive attitude toward individuals of varied age groups, behaviors, and disabilities. Employees must be able to maintain composure under stressful conditions. Staff must be able and willing to work with clients who have special needs and/or aggressive behaviors (i.e., biting, kicking, hitting, emotional outbursts, etc.). Staff must have behavior management strategies and techniques for clients experiencing behavioral difficulties, positive behavioral interventions, and applied behavior analysis.

El Centro de Amistad provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, El Centro de Amistad complies with applicable state and local laws governing nondiscrimination in employment at every company location. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Acknowledgment

☐ By signing below, I acknowledge that I have read and understand the position description for this position, including the working conditions listed below. I feel I am qualified to perform the duties of the position as described, including the physical and mental requirements outlined.

☐ By signing below, I feel I am qualified to perform the position duties as described with the following reasonable accommodation:

Executive Director Name:		Date:	
Executive Director Signature:			
Board of Director Name:		Date:	
Board of Director Signature:			

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Physical Demands:			
	FREQUENTLY	OCCASIONALLY	SELDOM
Sitting	☒	☐	☐
Standing	☒	☐	☐
Walking	☒	☐	☐
Bending	☒	☐	☐
Climbing	☐	☐	☒
Lifting 50 pounds	☐	☐	☒
Carrying	☒	☐	☐
Squatting	☐	☒	☐
Kneeling	☐	☐	☒
Pushing/Pulling	☐	☒	☐
Seeing	☒	☐	☐
Hearing	☒	☐	☐
Speaking	☒	☐	☐
Flexibility	☒	☐	☐
Driving	☒	☐	☐
Fine Finger Movement	☒	☐	☐
Environmental Demands:			
Outside:	Ability to spend 20% of work time outside		
Inside:	Ability to spend 80% of work time indoors		
Noise:	Ability to withstand moderate to high noise levels, including voice levels 90% of time		
Heat:	NA		
Cold:	NA		
Electric Equipment:	Ability to operate office equipment, computer, copier, and cellphones		
Work with Others:	100% of time spent working and interacting with team and other departments		
Reading	Ability to read at a college level		
Writing	Ability to write at a college level		

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by staff members assigned to this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the staff member assigned to this job.

To apply or any questions, please email Rebecca Nelson at ECDA@netzelgrigsby.com