



OPPORTUNITY DESCRIPTION



ASSOCIATE DIRECTOR SPECIAL KIDS CONNECT

Location: Salinas, CA
100% In Office

COOK SILVERMAN SEARCH
775 E. Blithedale Ave. #395
Mill Valley, CA 94941



ABOUT SPECIAL KIDS CONNECT

Special Kids Connect (SKC) is a 501(c)(3) charitable organization whose mission is to develop resources, raise awareness, and provide support for children with disabilities and their families throughout Monterey County. Guided by its motto, "Helping Special Kids Reach for the Stars," SKC delivers services across three core divisions: Community Programs, Community Services, and Educational Services/the Family Empowerment Center.

SKC believes that every individual deserves equitable access to the resources, information, services, and opportunities needed to reach their full potential. The organization recognizes that many families face barriers—including language, disability, culture, income, transportation, and systemic inequities—that can limit access to support and is committed to reducing these barriers through culturally responsive, family-centered, and person-centered services, so that every individual and family has the opportunity to thrive, feel welcomed, and fully participate in their community.

OPPORTUNITY HIGHLIGHTS

- **Salary Range:** \$85,000 - \$95,000
- **Benefits include:**
 - Vacation: 10 days annually, increasing to 15 days after 5 years of service
 - Sick Days: Up to 40 hours per year
 - Medical, Vision, and Dental Insurance (base plan 100% covered)

YOU ARE

- Bilingual and biliterate in English and Spanish.
- Experienced in generating revenue through relationship-building, grant writing, and fundraising.
- Passionate about supporting individuals with developmental disabilities and their families, ideally as family member of an individual with a developmental disability or as a self-advocate.



- State funders require lived experience with a developmental disability, preferably through an immediate family member.
- Organized, forward-thinking, and cross-collaborative with other leaders and departments.

POSITION OVERVIEW

Special Kids Connect seeks a mission-driven, bilingual Associate Director to serve as a key strategic and operational leader within the organization. The Associate Director will initially focus on the Community Services Division, which represents approximately 60% of SKC's total revenue and includes a budget of \$600,000 or more, while building the broad organizational knowledge needed to support all three of SKC's divisions over time.

REPORTING RELATIONSHIPS

The Associate Director reports directly to the Executive Director. The Associate Director will have five direct reports for whom they hold full supervisory responsibility, along with four additional staff whose reporting relationship is shared equally (50/50) with the Education Manager.

PRIMARY RESPONSIBILITIES

Organizational Leadership & Cross-Divisional Oversight

- Partner with the Executive Director to support oversight and strategic alignment across Community Programs, Community Services, and Educational Services/the Family Empowerment Center.
- Help set organizational priorities, support effective execution across divisions, establish budget allocations, and identify and apply for funding opportunities.
- Identify opportunities for program integration, efficiency, impact, and revenue growth to support long-term financial stability.
- Serve as a thought partner to the Executive Director on organizational challenges and opportunities and contribute to leadership continuity by developing broad organizational knowledge and capacity.

Program Leadership & Management

- Inform, implement, and evaluate programs, workshops, conferences, and services in line with California Department of Development Services (DDS) and California Department of Education (CDE) policies and best practices.

- Monitor grant activities and outcomes, including data requirements, timely and accurate data collection, and early identification and resolution of risks to deliverables.
- Oversee data collection and reporting on workshop attendance, pre/post survey analysis, and outreach and community engagement participation.
- Maintain deep expertise in eligibility, access, and navigation of Regional Center, generic (IHSS, SSI, Medi-Cal, CAPI), legal/advocacy, and public education services (IEPs, 504 plans, post-secondary transitions).
- Identify optimal service delivery structures across Monterey County and the San Andreas Regional Center catchment area and contribute to development of service navigation materials and tools.

HR Compliance, People Operations, & Culture

- Ensure compliance with applicable federal, state, and local employment laws, and oversee implementation of HR policies and best practices.
- Support recruitment, hiring, onboarding, and retention across all divisions.
- Promote a positive, inclusive, and accountable organizational culture.

Staff Development & Supervision

- Supervise program managers and/or team leads across divisions, ensuring staff are trained in DDS requirements, reporting standards, and service delivery expectations.
- Oversee Salesforce and related data systems to ensure accuracy, accessibility, and compliance.
- Develop leadership capacity within the team, mentor emerging leaders, and support and evaluate staff performance.

Community & Stakeholder Engagement

- Build and maintain strong relationships with the San Andreas Regional Center, education partners (school districts, Monterey County SELPA, universities, and community colleges), community-based organizations, and service providers.
- Represent Special Kids Connect at community events, meetings, and conferences, and advocate for the needs of families and individuals with disabilities at the local, regional, and state levels.
- Strengthen partnerships that expand access to services across Monterey County, with particular attention to marginalized and underserved communities.

Evaluation, Reporting, & Board Engagement



- Ensure accurate and timely data collection and reporting in compliance with DDS, CDE, and other funders, and oversee case documentation standards, including UPL (Unlicensed Practice of Law) guidelines.
- Monitor referral processes to ensure timely, effective follow-through.
- Prepare and present program and organizational performance reports to the Executive Director and Board of Directors

COMPETENCIES

- Bilingual and biliterate in English and Spanish.
- A minimum of seven years of progressive leadership experience in nonprofit, social services, or a related field.
- A proven track record of coaching employees, empowering growth aligned with individual strengths and values, and developing leadership skills within a team.
- Demonstrated experience overseeing multiple programs or departments.
- Strong knowledge of California disability services systems, including DDS, Regional Centers, Early Start, and special education.
- Experience with HR compliance, employment law, and people management best practices.
- Proven ability to manage grants, data, and outcomes-based programs.
- Excellent leadership, communication, and relationship-building skills, along with financial and budgetary management experience.
- Experience with Salesforce or a similar data system is preferred.
- A demonstrated passion for supporting individuals with developmental disabilities and their families.

PHYSICAL DEMANDS

Stand	Frequently
Walk	Frequently
Sit	Frequently
Fine manipulation (incl. keyboarding)	Frequently
Gross manipulation (incl. using mouse, writing)	Frequently
Reach Outward	Occasionally
Reach Above Shoulder	Occasionally
Climb, Crawl, Kneel, Bend	Occasionally
Lift / Carry	Occasionally - Up to 25 lbs.



Push/Pull	Occasionally - Up to 25 lbs.
See	Constantly
Hear	Constantly
Taste/ Smell	Not Applicable

Not Applicable	Not required for essential functions
Occasionally	(0 - 2 hrs./day)
Frequently	(2 - 5 hrs./day)
Constantly	(5+ hrs./day)

WORK ENVIRONMENT

General Office Setting, Indoors Temperature Controlled.

Work Site: Special Kids Connect, 334 Main St., Salinas, CA 93901 and various remote locations within Monterey County, as needed. Travel to Santa Cruz, San Benito, and Santa Clara Counties less than 5% of time. Position requires occasional overnight travel to locations throughout California for training, professional development, and statewide meetings.

Position: Full time, Exempt (not eligible for overtime pay)

Daily schedule varies; Evening and weekend shifts are possible.

Travel Required: Less than 30% (by car)

EQUITY STATEMENT

Special Kids Connect is an equal opportunity employer committed to building a diverse and inclusive team. Candidates of all backgrounds are encouraged to apply, even if their experience does not align perfectly with every qualification listed above.

TO APPLY

For more information, or to apply for the Associate Director position, please upload your resume and cover letter [here](#). All applications will be kept confidential, and every applicant will receive a response.