**Associate Director**  
*(New Position)*

California’s regional centers are a network of 21 community-based non-profits, represented by the Association of Regional Center Agencies (ARCA). The regional centers coordinate services for, and advocate on behalf of over 400,000 Californians with developmental disabilities. ARCA is creating a new position of Associate Director, who will further the Association’s progress towards achievement of its strategic priorities by assisting and supporting the Executive Director in carrying-out the high-level responsibilities of the organization. This executive must have or be able to quickly develop a working knowledge of the current status as well as the significant evolutions and trends in the developmental disabilities field. This position is based in Sacramento and requires travel largely within the state of California. Hybrid in-person and remote work schedules are possible.

Interested candidates are encouraged to send their resume to Sally Williams at swilliams@arcanet.org. The position will remain open until filled.

**Responsibilities**

The Associate Director will assume several high-level operational responsibilities that include, but are not limited to:

**Management Functions**

1. Assists ARCA’s Executive Director in advancing the programmatic and policy goals of ARCA and the regional centers.
2. Conducts policy analyses and develops and recommends policy, utilizing a variety of methodologies *(e.g., research, reports, etc.)* for consideration by the Executive Director and the Board.
3. Provides leadership and mentoring to other ARCA staff members through orientation, in-service and first-level review of draft work products to ensure consistency with ARCA’s established positions and strategic plan.
4. When acting in the Executive Director’s absence, oversees management of the ARCA staff and operations.
State Government
1. Serves as one of the Association’s principal liaisons to California Department of Developmental Disabilities Services (DDS)
2. Reviews, prepares, and presents various technical, narrative, and statistical reports and summaries.
3. Provides accurate and actionable information to DDS, the Department of Finance, the California Health & Human Services Agency, and other state entities.

Legislative
1. Develops analyses and calculates fiscal impacts of proposed legislation.
2. Prepares position papers, bill amendments, and supportive documentation to proactively promote or oppose bills impacting the regional centers and the individuals they support.
3. Provides technical expertise to Legislators, legislative consultants, the Legislative Analyst’s Office, and the Governor’s office.
4. Fosters relationships and information sharing with stakeholders, the Administration, the Legislature, and legislative staff.
5. Serves as principal author of formal written comments and provides oral testimony at hearings.

Board Functions
1. Advises the Executive Director and the Board on program trends and barriers related to the developmental services system.
2. Provides leadership, support, and technical assistance to the committees of the Board, its discipline groups, and short-term, project-oriented ad hoc committees.
3. Prepares and presents summaries, briefings, reports, position papers, and presentation materials demonstrating research, conclusions, and recommendations in writing and verbally at ARCA Board of Directors, committee, and discipline group meetings.

Human Resources Functions
1. Assists with staff recruitment and training.
2. Contributes to staff development through orientation, in-service, and continuing professional development opportunities.

Community Functions
1. Represents the Association on statewide advisory groups as appropriate.
2. Develops and maintains effective and collaborative working relationships with self-and family advocacy organizations and other community partners.
3. Develops relationships with regional center executive management staff, DDS staff, and stakeholder groups to advance ARCA’s goals.