Sterling Search Inc. has been exclusively retained to recruit for the new Executive Director for Hemophilia Foundation of Southern California (HFSC)

Our Mission Statement

Improving the quality of life and building community for those living with inherited bleeding disorders in Southern California

History

The Hemophilia Foundation of Southern California has been serving the community since 1954, providing quality programs and services to individuals affected by hemophilia and other rare bleeding disorders. Like many foundations, ours began out of the vision of a few individuals who saw the need for and importance of uniting in an effort to provide information, education, and improved treatments that would keep their loved ones alive. Over the years, we have continued this mission and have grown to meet the changing needs of the bleeding disorders community. We continue, where medical treatment leaves off; in our efforts to reach all people affected by hemophilia, and other serious forms of bleeding disorders. We want them to know that there are others who understand their hardships, who are here to support them as they journey through the adventures and struggles of living with a bleeding disorder.

Who We Serve

We serve the following 9 counties: Los Angeles, Orange, Kern, San Bernardino, Santa Barbara, San Luis Obispo, Riverside, Inyo and Ventura Counties. Based on a conservative estimate, 10% of the nation’s bleeding disorder population resides in our area, an approximate 2,500 individuals with Hemophilia A and B, over 300,000 individuals with von Willebrand, as well as countless more with other types of genetic bleeding disorders.

Programs and Services
Whether it is helping to navigate insurance access, a trusted physician referral or a conference on the latest drug developments or general education on dealing with blood diseases, HFSC’s mission is to put the people they serve first. HFSC host about 35 conferences, webinars and events over the calendar year, they have a quarterly newsletter and activities to support advocacy efforts at the state and federal levels.

About HFSC

HFSC is a nonprofit organization and is governed by a dedicated volunteer Board of Directors. It has an annual revenue of about $1.2 million and a staff of five. About a quarter of the revenue is generated from private donations and a large percentage of the remaining revenue comes from pharmaceutical sponsorships and donations. Its focus, which is first serving their families, has served them well and earned them the reputation of being one of the most well established and financially secure organizations in the hemophilia network around the country.

For the last seven years, under the leadership of Executive Director Michelle Kim, her well trusted staff and a phenomenally dedicated Board of Directors, HFSC has grown significantly. With a vision for equity in all who they serve, they embraced diversity, equity, and inclusion far ahead of the recent trend and is proud of their culture of inclusion and diverse staff and board. With a vision on fiscal responsibility, using funds to most impact the people they serve, Kim embraces technology and efficient systems which has translated into HFSC having a robust business platform and well run organization.

In February 2020, HFSC Board of Directors met to develop their core values and strategic direction. In line with our mission statement, HFSC’s core values include:

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<th>Passion</th>
<th>Integrity</th>
<th>Service to community</th>
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<tr>
<td>Transparency</td>
<td>Teamwork</td>
<td>Diversity and Inclusion</td>
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Kim has made the decision to resign her role as Executive Director. She has a daughter with multiple rare and life limiting conditions and is at a time when she needs to focus more on the wellbeing of her daughter. As a true professional, and because of the best interests of HFSC, Kim does not intend to return to the role or indeed became a board member in the near future but, will be available to the new Executive Director for consultation if needed. She feels it is most important that the new Executive Director brings their style and vision to the organization, building upon the exciting momentum of HFSC’s success.

Position Description

The Executive Director (ED) is responsible for directing the daily work activities of the Hemophilia Foundation of Southern California (HFSC). This person provides the overall leadership and is accountable for the successful execution of programs, policies and procedures to ensure a viable and sustainable organization in support of its mission. The Executive Director is responsible for overseeing
the effective utilization of the organization’s financial, corporate compliance and human resources. This is the most senior staff position reporting to the HFSC Board of Directors.

Responsibilities and Essential Functions:

- **Organizational/Strategic**: planning in collaboration with the HFSC Board of Directors.
- **Program Oversight**: ensure high quality of programs, from development through implementation and evaluation. Provide community outreach and promote awareness of hemophilia and other bleeding and clotting disorders. Participate in national programs as appropriate.
- **Fund Development**: lead responsibility for raising funds through special events, grants, contracts, and individual donations in order to support the mission. Expand local revenue generating and fundraising activities to support existing program operations and community needs by supervising Director of Development. Use external presence and relationships to garner new opportunities.
- **Financial and Operations Oversight**: ensure effective management of financial and operational systems (budgets and bookkeeping, human resources, office technology and infrastructure). Prepare an annual budget in collaboration with the HFSC Board of Directors.
- **External Relations**: primary staff role in representing HFSC with external partners including peer organizations, funding entities, policymakers and academics on a local, regional and national level. Ensure positive reputation for organization; develop strong working relationships and alliances, promote flow of projects, funding, and collaboration opportunities for staff and volunteers. Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- **Board Relations**: primary point of contact in ensuring positive relationship between staff and Board of Directors; propose actions and organizational policies for board review, modification and approval. Identify and expand leadership and volunteer basis.
- **Supervisory Responsibilities**: works within HFSC policies in the selection, training, compensation, and review of employees. Provides guidance and direction to employees in fulfillment of their responsibilities.
- **Advocacy**: remains abreast of current issues regarding state and federal legislation affecting the community; participates in advocacy forums and lobbying events, when necessary, apprises the community of new developments.
- **Other duties as assigned by the HFSC Board of Directors.**

We are seeking candidates offering the following qualifications:
The ED will passionately support HFSC’s mission. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Bachelor’s degree or equivalent required in business, social sciences, health, or relevant field with at least 5 years of management experience.
- Track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies.
• Unwavering commitment to quality programs and data-driven program evaluation.
• Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
• Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
• Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
• Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
• Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
• Ability to work effectively in collaboration with diverse groups of people.
• Proficiency in computers and technology.
• Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
• Strong commitment to diversity, equity and inclusion and healthcare access.
• Ability to quickly triage issues as they arise, manage shifting priorities, and manage expectations of stakeholders including Board, industry sponsors, and national and state bleeding disorders organizations
• Bi-lingual in Spanish and English and knowledge of rare diseases/bleeding disorders are a plus.

Compensation:
Salary Range $140,000 – 150,000 and a competitive compensation package will be offered to attract an outstanding candidate.

Please send resumes to:
Sterling Search, Inc.

Sarah@sterlingsearchinc.com  Phone: 949-903-2891

Direct all correspondence, emails, and telephone calls to Sterling Search
Any resumes sent or telephone calls made to HFSC will be redirected to Sterling Search

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