

North Carolina Statewide Independent Living Council, Raleigh, NC Executive Director

The North Carolina State Independent Living Council is located in Raleigh, NC and is a nonprofit organization authorized by the Rehabilitation Act of 1973, as amended, for the purpose of planning, monitoring, and evaluating the provision of Independent Living services for people with disabilities. For more information, please visit our website at <http://ncsilc.org/>.



*NCSILC: NC Statewide Independent Living Council.
Opening Doors, Opening Minds*

The Executive Director is a full-time position and is responsible for implementing NCSILC policies, annual goals and objectives, financials, and administrative management of the organization. The ED also provides support and technical assistance to the entire network of Centers for Independent Living (CILs).

Job Duties:

Leadership:

- Ideal candidates must possess strength in strategic thinking, program and finance administration, and knowledge of disabilities and Independent Living philosophy.
- The candidate must demonstrate the ability to forge strong relationships with council members, the public and community partners.
- Participate with the Council in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Council of internal and external issues that affect the organization
- Conduct official correspondence on behalf of the Council as appropriate
- Prepare and submit timely reports, recommendation, and updates

Program/Operational Management:

- Monitor compliance with grants, contracts, regulations and Statewide Plan for Independent Living (SPIL) including the preparation of performance reports and the maintenance of appropriate records.
- Organize the development, implementation, and monitoring of the SPIL, including maintaining an annual timeline of required activities and coordinating statewide public feedback hearings.
- Coordinate with Governor's Office, state agency councils, state agencies, private organizations and other entities to exchange information and to conduct activities related to the SPIL.
- Research and promote program expansion through grant proposals from government, foundation and other private entities
- Manage day-to-day operation of NCSILC including management of an operational budget of approximately \$190,000.

- Maintain pertinent legal documents, policies and procedures, bylaws, financial statements, federal reports, minutes of the NCSILC and other documents to ensure compliance with federal, state and local laws.
- Coordinate and staff Council meetings, including preparing meeting agendas and materials
- Assure that all NCSILC meetings and public forums comply with the North Carolina Open Meetings Law, are held in accessible locations, and reasonable accommodations are available to people with disabilities including materials in alternative formats and alternative modes of communication.
- Ensure that the NCSILC membership is represented by all required agencies and organizations. Conduct member recruitment activities in collaboration with the Council to ensure diverse membership related to characteristics such as diversity of people with disabilities, geographic location, ethnic diversity, and members from diverse cultures.

Finance and Resource Management:

- Work with the Chair to prepare a comprehensive budget and ensure subsequent budgetary updates are developed annually and presented to the Board for review and approval.
- Administer SILC funds according to the approved budget and monitor the monthly cash flow
- Provide the Council with comprehensive, regular reports on the revenues and expenditure of the SILC
- Research funding sources to secure adequate funding for the operation of the organization
- Ensure that sound bookkeeping and accounting procedures are followed
- Approve expenditures within the authority delegated by the Council
- Oversee the management of all leases, contracts and other financial commitments

Community Relations and Advocacy:

- Maximize the cooperation, coordination, and working relationships with the Centers for Independent Living (CILs), community groups, donors, and other Independent Living organizations or disability entities to help achieve the goals of the SILC.
- Communicate with stakeholders to keep them informed of the work of the SILC and CILs and to identify changes in the IL community.
- Represent the SILC at community activities to enhance the organization's community profile
- Assist SILC members in systems advocacy, community education, and outreach activities
- Provide information and referral services to persons who contact the SILC office
- Responsible for developing and maintaining appropriate communication and public relations tools and efforts, including maintaining the website and publishing the annual report of SILC

Human Resources:

- Determine staffing requirements for organizational management and service delivery
- Recruit, interview and select staff that have the right skills to help further the SILC's mission
- Ensure all staff receive appropriate training
- Implement a performance management process for all staff which includes monitoring

the performance of staff on an on-going basis and conducting an annual performance review

Skills, Knowledge, and Abilities:

- Capacity to organize and prioritize multiple projects, while meeting deadlines
- Must have exceptional writing and verbal skills, including grant writing and public speaking
- Knowledge of, and commitment to, the Independent Living movement and philosophy
- Knowledge of Federal and State statutes and regulations affecting people with disabilities
- Working knowledge to update websites
- Working knowledge of data and financial management software (e.g., Microsoft and/or Google, QuickBooks)

Minimum Qualifications:

- Related Bachelor's degree preferred or related working experience
- 5+ years' experience working in nonprofits
- Experience in initiating, planning, implementing and evaluating programs and services
- Experience in networking and working with diverse populations
- Detailed oriented, organized with strong follow-up skills to work with Governor's Office and government and nonprofit agencies
- Ability to travel for meetings and conferences, with or without reasonable accommodations
- Must be flexible with the daily work schedule, including occasional evening hours and overnight travel

Compensation: Salary is dependent on experience. Salary and benefits are open to negotiation.

Contact information: Please email a cover letter and resume to Mark Steele, NC SILC Chair, at chair@ncsilc.org. NC Statewide Independent Living Council, 505 Oberlin Road, Suite 206, Raleigh, NC 27605, (919) 835-3636.

Closing Date: Review of applications will begin February 26, 2018.

This announcement is intended to indicate the kind of tasks required of the position. It does not limit or exclude other tasks not mentioned.

The NCSILC is an equal opportunity employer and does not discriminate in employment on the basis of disability, race, religion, national origin, age, gender, or sexual orientation. Persons with disabilities are encouraged to apply.