

ILLINOIS NETWORK OF CENTERS FOR INDEPENDENT LIVING
JOB DESCRIPTION

POSITION TITLE: EXECUTIVE DIRECTOR

JOB SUMMARY

Promote Centers for Independent Living, the Independent Living Philosophy, and the rights of persons with disabilities to the legislature, funding and regulatory agencies, and other statewide and national organizations. Act as spokesperson for INCIL, facilitate collaboration and unity of Centers, provide training and information for members, and manage the daily operations of INCIL. This position is based in Springfield, IL.

RESPONSIBILITIES

1. Monitor, educate, and advocate for legislation and governmental policies related to disability/Center for Independent Living issues at state and national levels.
 - a. Develop and maintain relationships with state legislators, state agency heads and other relevant staff.
 - b. Work with state and national advocacy groups who support Independent Living to promote civil rights of people with disabilities in Illinois.
 - c. Serve on boards and committees of national and state advocacy groups, as appropriate to meet job responsibilities.
 - d. Distribute information from state and national groups to INCIL members, including any recommended action.
 - e. Assist INCIL to develop an annual legislative platform, and work in concert with the appropriate INCIL committee to promote the platform.
 - f. Collaborate with SILC, and other statewide disability rights organizations to provide a common voice to the state legislature, funding and regulatory agencies.
 - g. Maintain memberships in related organizations as appropriate.
2. Duties as the spokesperson for INCIL
 - a. Educate the INCIL board on legislative and other advocacy issues, and regularly request input from the board regarding its position on issues.
 - b. In absence of an official INCIL position, when time does not permit consultation with the board, contact the executive committee to determine positions on INCIL issues.
 - c. Represent INCIL or coordinate such representation at all appropriate meetings, legislative gatherings, committee meetings, etc.
 - d. Submit a monthly written report of activities to the board.
3. Plan, implement, supervise, and evaluate daily operations of INCIL, assuring conformity to statutes, regulations, and reporting requirements.
 - a. Develop, implement and enforce personnel and operating policies and procedures as approved by the Board of Directors.

- b. Recruit, select, supervise, and coordinate the work activities of staff and volunteers. Provide staff with orientation, training, guidance, and consultation, and written performance appraisals. Discipline and terminate employees as needed.
 - c. Develop, implement, and evaluate effectiveness of long-term, annual, and project plans, and report progress to the board not less than quarterly.
 - d. Conduct activities that promote the effectiveness and cohesion of INCIL board of directors.
 - e. Coordinate issue area/contract specific statewide groups consisting of Center staff, as appropriate.
 - f. Protect INCIL's board, employees, and guests from injury, risk of loss, and/or legal liability through appropriate safety and crisis procedures, facility management, and insurance coverage.
4. Investigate and develop ongoing funding sources for INCIL activities and special projects, develop budgets, and manage INCIL's funds.
 - a. Seek out potential funding sources that will enhance the sustainability of INCIL and its members that fall within the INCIL mission.
 - b. Write applications for funding as approved by the board.
 - c. Develop and propose annual and revised budgets for board approval.
 - d. Authorize expenditure of funds in accordance with approved, balanced budgets, assuring appropriate budgetary and cash controls.
 - e. Invest excess funds according to board policy.
 - f. Submit financial reports to board, funders, and others as required.
 - g. Provide necessary information for annual audit.
 5. Provide information and consultation services to INCIL members.
 - a. Serve as a clearinghouse for information.
 - b. Provide training, support, and an avenue for peer support for staff and Boards of member Centers.
 - c. Provide confidential consultation to member Centers as needed and appropriate.
 6. Perform other duties, not inconsistent with regular duties, as needed and/or assigned.

ACCOUNTABILITY AND CLASSIFICATION

Accountable to the Board of Directors, this position has overall responsibility for all staff, programs, and operations of INCIL. Supervises the Administrative Assistant and any other staff hired by INCIL. Frequent evening and occasional weekend work and travel required. Classified full-time, exempt, salary plus benefits, travel and expenses reimbursed.

JOB SPECIFICATIONS

- Bachelor's degree in a field related to the work required by the position or equivalent experience.
- At least five years' experience in not-for-profit administration or comparable private sector experience.

- Excellent communication skills for individual, group, and media presentations, and the ability to work effectively as a team player while leading the organization.
- Supervisory skills and knowledge of human resource management practices.
- Experience in and an understanding of grant management, budgeting, and ethical financial management.
- Self-motivated and creative in problem solving.
- Able to travel throughout the state and out of state. Reliable transportation and a willingness to work the hours needed to accomplish the intended purpose of the job.
- Personal experience with a disability and a keen understanding of the Independent Living Philosophy and a vision for seeing it played out for all persons in Illinois

INCIL offers excellent benefits, vacation, sick leave, and holiday schedules.

Resumes accepted until May 17, 2017.

Qualified, interested candidates should email a resume, cover letter and salary requirements to:

adminasst@incil.org

People with disabilities and other members of minority groups strongly encouraged to apply.