STATEWIDE INDEPENDENT LIVING COUNCIL OF ILLINOIS

POSITION DESCRIPTION

TITLE: Executive Director

SUPERVISOR: Board of Directors

STATUS: Exempt, Full time

TRAVEL: Required

POSITION SUMMARY:

The Executive Director operates under the governance of the Board of Directors (the Board) of the Statewide Independent Living Council of Illinois (SILC) and is responsible for carrying out SILC’s goals, objectives, policies, and decisions.

The Executive Director is responsible for the overall administration, management, coordination and operation of the SILC’s activities in accordance with the stated mission and purpose and in such a manner that optimum results are achieved in relation to the resources of the SILC.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

1) General Administration.

a) Has chief administrative responsibility for public accountability of the SILC, maintenance of the SILC's physical assets and regular reporting to funding sources and the Board.

b) Assists the Board in formulation of policies; ensures implementation of policies adopted by the Board.

c) Carries chief staff responsibility to ensure the legal obligations of the SILC are met.

d) Assumes lead role in identifying, organizing and supporting strategic planning activities and initiatives and preparing follow-up documents, reports or positions that can be shared with the Department of Human Services, Division of Rehabilitation Services (DHS/DRS), Board members, the Illinois Network of Centers for Independent Living (INCIL) and its members, and other policymakers and stakeholders.

e) Acts in a supervisory role, with final decision making capacity, for all projects of the SILC.

2) Personnel.

a) Provides overall management and direction of the SILC's personnel including active participation in, and approval of, personnel actions; such as recruitment, selection, training, promotion, and termination of staff.

b) Develops and maintains accurate position descriptions for all staff members with updates as needed.

c) Ensures that personnel policies are compliant with all state and federal laws.

d) Performs an annual appraisal of staff.

e) Implements and/or maintains guidelines for staff which provide for accurate reporting of accomplishments and hours spent on each task.

3) Financial Management.

a) Supervises the preparation of grant proposals, contracts, contract renewals, and revisions.

b) Develops the annual budget for Board approval.

c) Authorizes all expenditures of funds in accordance with the approved budget.

d) Is accountable for management of the budget once approved by the Board; including compliance with all reporting requirements of grantors to the SILC.

e) Manages cash flow, financial accounting, and disbursement activities of the SILC.

f) Coordinates the maintenance and security of fiscal records and supplies.

g) Reconciles the bank statements for the SILC.

4) State Plan for Independent Living.

a) Assumes overall responsibility for the development, implementation, monitoring and evaluation of the Illinois State Plan for Independent Living by working closely with designated Board Committees and Advisory Groups, INCIL and its members, DHS/DRS, and other statewide disability organizations in the identification of issues, analysis of data and recommendations, and drafting of materials.

b) Provides staff support to the Board Committees and Advisory Groups. Ensures that minutes are maintained for all Board Committees and Advisory Groups.

c) Obtains information and feedback from the public on the State Plan for Independent Living and on issues affecting persons with disabilities by arranging and facilitating hearings, town meetings, focus groups, ongoing communication with Centers for Independent Living Directors, and other activities.

d) Supports the SILC’s cooperative and collaborative relationships with and among DHS/DRS, the State Rehabilitation Council (SRC), INCIL, and other professional groups in related fields.

e) Produces reports required by the Rehabilitation Services Administration (RSA), DHS/DRS, the Governor’s Office, and other appropriate entities.

f) Interprets trends in the independent living movement and services by maintaining professional involvement in the field as a whole and communicates information/findings to the Board, INCIL and its members, policymakers, and other interested stakeholders.

g) Collaborates with INCIL and other statewide disability rights organizations to provide a common voice to the state legislature, funding sources, and regulatory agencies.

h) Promotes the Independent Living Philosophy statewide by conducting trainings and presentations which are coordinated with INCIL and its members. Ensures that all SILC-produced materials, such as position papers, are consistent with, and promote, the Independent Living Philosophy.

5) Board Relations.

a) Serves as the liaison between the SILC Board and the staff.

b) Maintains communication with the Board Chair through monthly reports, emails, attendance at Board meetings, and participation on Board Committees and Advisory Groups, and regular conversations with the Board Chair keeping her/him informed of all relevant activity at the SILC as well as pending issues that need action.

c) Assists the Board with orientation program for new Board members.

d) Works with the Outreach Committee of the Board and community partners to identify potential future Board members. Obtains relevant and necessary information on potential Board members and submits it regularly to the Governor’s Office of Executive Appointments. Makes regular follow-up contacts with the Governor’s Office of Executive Appointments on the status of all pending appointments to the Board, including compliance with RSA regulations regarding Board appointments.

6) Public and Community Relations.

a) Responsible for explaining SILC goals and services to the public, staff, funding agencies, volunteers, and supporters.

b) Approves all press releases, brochures and literature, newsletter text, and media presentations about SILC and its activities.

c) Fosters public awareness of SILC activities through service on appropriate community boards and committees.

d) Develops a working relationship with key staff of the various state and local agencies through ongoing communication and in person meetings.

e) Attend INCIL’s Board of Directors meetings as appropriate.

f) Works with the Financial Manager and the contractual website host to maintain and update the agency website.

7) Other Duties.

a) Performs other duties as assigned by the Board.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in human services field, business administration, or equivalent.

Experience: A minimum of five years’ experience working with persons with disabilities in an education or advocacy capacity, three years personnel supervisory experience, knowledge and understanding of the Independent Living Movement and philosophy, experience working with culturally diverse, cross disability groups and individuals, knowledge of national, state and local resources, experience with contract negotiations, grant writing and monitoring, knowledge of laws and regulations pertaining to rehabilitation and disability rights, and labor laws.

Strong written and verbal communication skills and competency in the use of word processor, data management, and electronic communications.

Approved February 3, 2005

Revised October 9, 2013