Executive Director Job Description

**About the Organization**

Services for Independent Living (SIL), headquartered in Columbia, MO prides itself on a history of nearly 40 years of providing services for people with disabilities, seniors, and veterans in seven counties in Mid-Missouri. Our organization provides services to individuals on a cross-disability basis and is consumer-controlled. Both the governing board of directors and staff are composed of at least 51% people with disabilities. Five core services of the Independent Living Program are provided by the SIL: 1) Advocacy, 2) Information and Referral, 3) Peer Support, 4) Independent Living Skills Education, and 5) Transition Services. SIL is locally-controlled, consumer driven, community based, non-residential, and is a designated 501(c)(3) non-profit organization.

**General Responsibilities**

The Executive Director (E.D.) is responsible for ensuring the organization’s mission, program goals and financial objectives are in compliant with the Administration on Community Living (ACL), MO Department of Elementary and Secondary Education, Division of Vocational Rehabilitation requirements, MO HealthNet, and numerous other entities that provide funding to SIL. Through leadership, management, and vision, the E.D. will oversee the ongoing success and progress of SIL.

The E.D. reports to the Board of Directors and implements the policies and procedures of the organization as approved by the Board. The E.D. also leads a management team of program directors and staff.

**Major Functions**

* Providing vision and leadership, supervising strategic planning for the future and responsibility for the overall success of the organization and its continued impact.
* Management of the long-term and daily financial health of the organization.
* Communicating effectively on behalf of the organization and its mission in order to advance the rights and independence of people with disabilities, seniors, and veterans.

**Key Responsibilities**

**Finance, Operations, Program and Strategic Planning**

* Guide the development, implementation, assessment and management of short-term and long-range strategic plans, assuming overall accountability for program success.
* Seek new lines of business, including social enterprises and fee-for-service programs, to diversify and grow SIL financially.
* Lead the development and oversight of the annual budget.
* Approve expenditures and allocation of agency resources.
* Supervise preparation and maintenance of cost estimates and financial statements to fulfill external reporting requirements and for monthly/quarterly review by the Board of Directors.
* Ensure that SIL complies with all relevant laws, regulations and internal policies set by Federal and State entities and the Board of Directors.
* Support the Board of Directors in its governance role and assisting with Board cultivation and development.
* Keep the Board of Directors informed on internal conditions and important external developments so that Directors can make informed decisions.
* Develop and oversee the monitoring and evaluation system to measure program successes and failures. Track consumer data to establish community and consumer needs, priorities and goals.
* Provide leadership and assistance to staff in developing program priorities, planning and delivery of services.

**Fundraising and External Relations**

* Raise the public profile of SIL by communicating its mission to various audiences and serving as the public face of the organization to the media, the general public, government agencies, and additional stakeholders.
* Maintain and promote positive relations with existing and potential donors.
* Develop and execute strategic fundraising plans to increase revenues.
* Oversee all funding and project proposals.
* Carry out publicity, public relations and fundraising on behalf of the SIL, except where delegated.
* Serve as a liaison with Federal, State and local agencies and legislative bodies, when appropriate.
* Mobilize community resources including volunteers, consumers, consultants, and professionals to help SIL achieve its goals.

**Advocacy**

* Determine organizational response to current events and issues.
* Respond to public speaking and disability awareness training requests.
* Collaborate with the network of Missouri Centers for Independent Living to develop positions and strategies on key advocacy issues that impact consumers.
* Participate in or lead advocacy programs as needed.
* Coordinate services with other providers at the request of the consumer and/or in response to the needs of SIL.

**Human Resources**

* Serve as chief risk manager for the agency ensuring SIL is in full compliance with applicable federal and state regulations. The E.D. may also deal with topics regarding insurance, internal auditing, and information security.
* Ensure internal policies and practices are aligned with agency mission and values.
* Invest in the success of all staff through leading by example, cultivating a climate of inclusiveness at all levels, and supporting professional development.
* Ensure that job descriptions are developed, regular performance evaluations are held, and that appropriate human resource practices are in place.
* Develop ongoing staff development and training programs and participate in the teaching of skills when needed.

**Experience and Knowledge**

* 10+ years of management experience in profit or non-profit organizations.
* Experience in budgeting and financial management at the program and organizational level, with accountability for managing a budget.
* Understanding of the independent living philosophy and movement. Knowledge of disability civil rights legislation and laws, including the ADA and acceptable hiring practices and accommodations, as well as current trends and issues.
* A track record of positive relationships and partnerships with various stakeholders.
* Demonstrated successful fundraising and/or grant experience.

**Desired Skills and Qualifications**

Skilled communicator and community organizer with a demonstrated ability to organize, mediate, negotiate and resolve conflicts between different interest groups.

* Awareness of community resources and systems serving people with disabilities and a demonstrated success with fee-for-service and managed care programs, grants, and public sector funding.
* Holds oneself and others accountable; manages with a high level of integrity and teamwork.
* Demonstrated expertise in community and public relations, fund raising activities, verbal and written communication, legislative matters, business administration, and program development and management.
* Commitment to the policies of consumer participation in the decision-making process and consumer involvement in program development and implementation.
* Bachelor’s degree from an accredited university, preferably in a related field such as Rehabilitation, Psychology, Sociology, Social Work, Social Services, Special Education or other related health profession.
* Demonstrated ability to work with staff and consumers on a cross-disability basis.
* In keeping with the mission of SIL, it’s preferred that the Executive Director have direct experience with individuals with significant disabilities. If applicable, please explain in the cover letter.

**Compensation**

Salary is commensurate with experience. A competitive compensation package will be made available to the qualified candidate. Benefits include, if elected, Services for Independent Living will cover 75% of health and 100% of dental, vision, life insurance, and short-term disability premiums, and Cafeteria 125 flexible spending account. If elected, SIL will provide a match of 401(k) contributions of up to 5% of your annualized wages. Paid time off accruals begin on date of hire with annualized accruals of 20 days. SIL recognizes 12 paid holidays.

**To Apply**

Please submit a resume or vita and cover letter with salary requirements using one of the following methods:

Email: drlogan@deaflead.com

Mail: Services for Independent Living

Attention: Dr. Stephanie Logan

1401 Hathman Place

Columbia, MO 65201

*Job announcement closed at 4:00 pm central time on Wednesday, May 8, 2019.* Please note: SIL provides accommodation to applicants with disabilities, where appropriate. If you need reasonable accommodation for any part of the application and hiring process, please notify Kim Case at 573-874-1646 ext 219 or email [kcase@silcolumbia.org](mailto:kcase@silcolumbia.org) SIL is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, gender (sex), age, religion, national origin, ancestry, disability, sexual orientation, gender identity, veteran statue or any other classification protected by law. Persons with disabilities, veterans, women and minorities are encouraged to apply.