

Executive Director
Spokane Center for Independent Living (SCIL)
Spokane Valley, WA
(aka, Coalition of Responsible Disabled)

Position Overview: The Executive Director is responsible for personnel, financial management, program management, community development and implementation of the strategic direction developed with the Board of Directors and in accordance with the organization's mission, vision, and values.

Position is open until filled.

Essential Responsibilities

1. Provide direction and leadership to ensure that the organization's culture, integrity and activities align with the philosophies and values of Independent Living.
2. Develop and maintain steady revenue streams that will sustain the organization through the realization of the long-term mission and vision.
3. Manage of daily and long-term financial and organizational health of the organization.
4. Work at the Local, State and Federal levels to achieve regulatory compliance and in accordance to various funding requirements.
5. Maintain best practice knowledge in Independent Living and services for individuals with disabilities to include transportation, consumer directed care, technology, housing, employment, youth transition and advocacy.
6. Maintain effective communication with State Independent Living Council (SILC) and collaborate with the SILC to develop and monitor the State Plan for Independent Living (SPIL).
7. Maintain effective communication with Association of Centers for Independent Living in Washington (ACIL-WA) and collaborate with ACIL-WA to support the SPIL.

8. Ensure that a comprehensive budget and subsequent budgetary updates are developed annually and presented to the Board for review and approval.
9. Ensure compliance required by funding entities and other local, State and Federal regulatory agencies.

Qualifications/Skills

1. Demonstrated experience in aligning programs to achieve a mission and consistent strategies.
2. Solid leadership, managerial, administrative and financial management skills.
3. Leadership development and mentoring staff for full engagement in the Living with Disabilities philosophy.
4. Maintain appropriate personnel are in place to meet the goals of the organization.
5. Ability to maintain highest professionalism in all circumstances.
6. Ability to develop and evaluate multiple projects.
7. Flexibility, adaptability to changing circumstances.
8. Knowledge of Microsoft Office, including Outlook, Word, Excel, and multi-media tools.
9. Ability to communicate effectively both orally and in writing to diverse audiences, persons with disabilities and individuals at all levels of government and private sectors.
10. Ability to demonstrate integrity, a positive attitude, initiative and follow-through and is mission-driven.

Experience/Education

1. Bachelors' Degree in Business Administration, Human Services or related field of study required. Masters' preferred.
2. Experience working with persons with disabilities.
3. At least five years of relevant and extensive management experience in serving persons with disabilities.
4. Experience in managing capital and operational budgets.

5. Grant writing and fund development experience with the ability to engage a wide range of audiences and cultures.
6. Strong marketing and public relations background.
7. Excellence in organizational management with the ability to coach staff, manage, and develop high-performance staff, set and achieves strategic objectives.
8. Unwavering commitment to quality programs and data-driven program evaluation.
9. Demonstrated positive experience in working with a not-for-profit Board of Directors with the ability to cultivate existing and new board member relationships.

About the organization:

Spokane Center for Independent Living (SCIL) is a consumer-driven, 501 (c) (3) non-profit Independent Living Center providing services to meet the needs of the Inland Northwest disability community. SCIL provides a comprehensive range of services designed to educate, assist, empower and provide resources to the cross-disability community. The goal is to empower them to make their own decisions to live independently. Services include information and referral, advocacy, peer support, independent living skills training, advocacy, youth and adult transition services, assistive technology, and housing search assistance.

SCIL is an equal opportunity employer located in Spokane Valley Washington providing services to the eastern border of Washington. SCIL maintains a scent free environment.

People with disabilities, members of other marginalized communities, and those with personal experience with disability are highly encouraged to apply.

How to Apply

Interested individuals should e-mail a resume with a cover letter summarizing qualifications, compensation requirements, and experience to: Human Resources at e-mail hr@scilwa.org