

JOB DESCRIPTION
NORTH CAROLINA STATEWIDE INDEPENDENT LIVING COUNCIL

Position Title: Executive Director

Reports To: Board of Directors, Chair

The North Carolina Statewide Independent Living Council (SILC) is a federally mandated Council established under Title VII, Section 705 of the Rehabilitation Act, as amended in 1992. In North Carolina, the Governor's Executive Order documents the general provision of the Council. The NCSILC is a nonprofit corporation that addresses issues related to the ability of individuals who have disabilities to live independently. A majority of the council members are individuals who have disabilities.

Position Summary:

The Executive Director provides leadership, coordination, and administrative support to North Carolina Statewide Independent Living Council (the Council) and Committees of the Council comprise primarily of volunteers, in accordance with the State Plan for Independent Living and NCSILC strategic plan. The incumbent manages the day-to-day operations of the organization, and must demonstrate effective interpersonal communication skills. serves as the public spokesperson for the organization, and represent the interests of persons who have a variety of disabilities in a statewide capacity.

Key Functions & Responsibilities include:

1. Provides leadership, assistance, guidance, training to the Council (Board of Directors) and Committees of the Council for the development of effective policy and to ensure the mission of the organization is followed. Participates in all Council and Committee meetings.
2. Under the direction of the Council, prepares the State Plan for Independent Living (SPIL) and the 704/PPR Report, in conjunction with the Centers for Independent Living and the Designated State Entity.

3. Advocates for the collective needs of people who have disabilities, attends legislative sessions, testifies before the legislature, and works with elected officials, agencies, and organizations to develop and promote programs that will benefit people who have disabilities.
4. Works with the Council in planning and development of NCSILC initiatives, and resource development activities.
5. Coordinates the day-to-day operations and management of the organization.
6. Works with Council to develop and implement organizational Policies & Procedures.
7. Provides reports to the Council in accordance with the evaluation procedure outlined in the State Plan for Independent Living, and as required by all contracts.
8. Ensures required documents and records for the organization, including, but not limited to Articles of Incorporation, Bylaws, insurance, taxes, and minutes are maintained.
9. Ensures compliance with federal, state, and local laws, and ordinances including documentation and reporting.
10. Provides direct supervision and leadership to designated NCSILC staff.
11. Develop, recommend, implement, review, and manage consolidated budget, and separate funding accounts. Develop systems to monitor and manage financial performance, track monthly fund balances, and modify expenditures as needed. Develop long-range needs assessment and funding plans. Ensure that finances are audited as required. Identify, recommend, and secure adequate and diversified revenue sources.
12. Identifies potential funding opportunities to support expansion of NCSILC initiatives in response to the needs of North Carolinians who have disabilities.
13. Facilitate local and national training programs and conferences for Council members.

14. Works with Council to develop and implement organizational Policies & Procedures.
15. Provides reports to the Council in accordance with the evaluation procedure outlined in the State Plan for Independent Living, and as required by all contracts.
16. Ensures required documents and records for the organization, including, but not limited to Articles of Incorporation, Bylaws, insurance, taxes, and minutes are maintained.
17. Ensures compliance with federal, state, and local laws, and ordinances including documentation and reporting.
18. Develop, recommend, implement, review, and manage consolidated budget, and separate funding accounts. Develop systems to monitor and manage financial performance, track monthly fund balances, and modify expenditures as needed. Develop long-range needs assessment and funding plans. Ensure that finances are audited as required. Identify, recommend, and secure adequate and diversified revenue sources.
19. Facilitate local and national training programs and conferences for Council members.
20. Facilitate the two-day quarterly Council meeting which include:
 - Arranging meeting space accommodations
 - Personal room accommodations for Council members
 - Setup and installation of A/V equipment
 - Provide attendance rosters, nametags, table name tents
 - Provide agenda in braille, regular print and large font print, CART, any accommodation that might be requested.
 - Setup teleconference system
 - Process reimbursement forms for Council members
21. Other duties may be assigned.

Minimum Qualifications:

1. Bachelor's degree and three to five years of solid leadership experience preferred. A combination of education and relevant work experience may substitute. Preferred experience working within the Nonprofit sector.
2. Knowledge of disability rights and the Independent Living Philosophy, and working knowledge of the Rehabilitation Act as amended and the Americans with Disabilities Act.
3. Personal and professional experience with legislative and rule-making processes, and approaches to self and systems advocacy. Commitment to working with people who have a variety of disabilities, from diverse backgrounds.
4. Demonstrated effective verbal and written communication skills.
5. Successful track record of financial and administrative leadership and planning.

Benefits:

- Annual leave
- Sick leave
- Holiday leave (Federal)
- Mileage reimbursement

Working Conditions:

- Full-time, salaried, exempt position.
- In state travel, and occasional out of state travel required.
- Work primarily from the office located in Raleigh, NC.
- Utilize technology to perform the essential functions of the position.

Salary:

Starting Salary \$55,000-\$60,000.

Other:

Criminal background check will be required.

Email Resume & Cover Letter (open until filled)

NCSILC Chairperson

ereynolds@disabilitypartners.org

Please place Executive Director Application in Subject Line.