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## Announcement

**Position:** Executive Director

### Position Summary:

All Utah Statewide Independent Living Council (USILC) employees promote the Independent Living Philosophy of empowerment, self-help, and full participation of persons with disabilities. Through collaboration with other groups and agencies concerning disability issues – advocating for all people with disabilities.

The Executive Director is responsible for operational and contractual oversight of USILC's day to day operations.

### Duties Include:

#### Advocacy

- Collaborate with the CILs and USOR to identify legislation, issues, public policy, and resource development concerning individuals with disabilities
- Participate in public awareness and fundraising activities educating the public about people with disabilities, the Utah Statewide Independent Living Council, and Independent Living in Utah through involvement on boards and committees
- Research, analyze and report on relevant disability legislation and public policy as it is being developed
- Seek and share input from disability groups, agencies and others concerning proposed legislation, public policies or issues affecting individuals with disabilities
- Educate council members, the CILs and USOR staff on the strengths and weaknesses of pending legislation and/or public policy
- Actively engage council members and CIL consumers in the legislative process
- Provide staff reports on legislation and advocacy efforts upon request

#### Office Management

- Maintains a broad knowledge and use of a variety of computer programs (Microsoft Office, QuickBooks, social media) and serves as a technical and clerical expert to office staff and Council members as needed for council functions
- Perform accounting and fiscal reporting duties in a timely manner: accounts payable, receivables, payroll, liabilities, and monthly financial reports
- Maintain a broad knowledge of all financial and grant guidance as updated both, within Utah and on a Federal level
- Prepare in collaboration with USILC, USOR, and other grantors in annual contracts, budgets and reporting needs

## Leadership

- Supervise all Council staff and conduct annual employee performance evaluations
- Leadership skills, including the ability to manage time effectively and handle both internal and external conflicts
- Support Nomination Committee in the recruitment of new council members
- Collaborate with the State Plan Committee to ensure public input on behalf of people with disabilities are included in the planning, implementation and have a focus within the State Plan for Independent Living
- Assist the IL Network in the development of fact sheets and educational materials relevant to pending legislation
- Organize and educate individuals with disabilities as well as the public concerning issues, funding and legislation requests by USOR and other disability agencies and organizations
- Travel in-state and out-of-state for training opportunities
- Perform other duties as assigned by the Council Executive Committee

This is a salaried full-time, exempt 40 hours per week position with benefits (health/dental, sick/annual leave, holiday, retirement); flexible scheduling and/or partial telecommuting may be possible after a probationary work period. This position reports to the council chair in accordance with the policies and procedures approved by the Council. Salary range will be between \$52,000 and \$57,000. Salary will be based on expertise as determined by the USILC Executive Committee.

## Minimum Qualifications:

- 5 years working experience in independent living and system advocacy (8+ years preferred)
- Bachelors in related field (masters is preferred)
- Person with a disability (preferred - reasonable accommodations will be provided)
- Successful Grant Writing and/or Fundraising experience (preferred)
- Proficient in Microsoft Office and QuickBooks
- Strong technical writing skills
- Excellent communication skills
- Proven leadership skills
- Working knowledge of data and financial management and budgeting
- Knowledge of federal and state statutes and regulations affecting people with disabilities and requirements of the agency (SILC regulations, Rehabilitation Act, WIOA, ADA Compliance etc.)
- Ability to successfully pass a criminal background check

## How to Apply:

Email Cover letter and Resume with References to [rob@ASofUtah.com](mailto:rob@ASofUtah.com) by December 13<sup>th</sup> 2019. Interviews will be conducted December 16<sup>th</sup>-20<sup>th</sup> (via Zoom.com if out of state).