**RED ROCK CENTER FOR INDEPENDENCE**

**JOB DESCRIPTION AND ESSENTIAL FUNCTIONS**

**Job Title: RRCI Executive Director**

Red Rock Center for Independence (RRCI), a Center for Independent Living (CIL), invites application for an Executive Director to lead the Southwestern Utah service area. RRCI uses the IL philosophy that places a sharp focus on self-determination and the concept that people with disabilities are the best and most knowledgeable experts regarding their own needs.

RRCI is seeking an Executive Director with a growth mindset who can inspire staff and consumers and continue to build and strengthen relationships with local and statewide organizations, policymakers, and businesses. The Executive Director is responsible for the overall operations of the Center including staffing, planning, development, budgeting, implementing, and evaluating Center programs; advocacy and systems change activities; and represents the Center, or delegates such representation on the local, state, and national level.

**Individuals with disabilities are encouraged to apply.**

**Skills, Knowledge, and Abilities**

* Capacity to organize and prioritize multiple projects, while meeting deadlines.
* Must have exceptional writing skills, including grant writing and public presentations.
* Knowledge of and commitment to the Independent Living movement and philosophy.
* Knowledge of federal and state statutes and regulations affecting people with disabilities and the requirements of the agency.
* Working knowledge of data and financial management.

**Minimum Qualifications**

* Related Bachelor’s degree preferred or equivalent experience working in the independent living field.
* Five plus years working in nonprofits or similar human service organization
* A minimum of three years of management and supervisory experience is preferred.
* Experience in initiating, planning, implementing, and evaluating programs and services
* Computer proficiency in Word, Excel, other spreadsheets, PowerPoint, Internet searches, e-mail, etc. required.
* Experience in networking and working with diverse populations.
* Proven experience in collaboration with the community and in developing community partnerships.
* Effective communication skills.
* Detailed oriented, organized, and strong follow up skills to work with elected, local, state, federal and other nonprofit agencies.
* Ability to travel to meetings and to travel throughout the nine-county area.
* Must be flexible with the daily work schedule, including occasional evening hours and overnight travel.
* **Individuals with disabilities will be given preference.**

**Physical Demands:**

• Sitting for long periods of time

• Using a computer monitor and keyboards, and a telephone headset, for long periods of time

• Travel to various community offices and meeting sites as necessary

• Make outreach visits to locations where individuals with disabilities may be contacted

• Attend various outreach and community education meetings and events

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position is a full-time, salaried position, with benefits. Compensation range is $58,000-$65,000, depending on qualifications and experience.

**Applicants must submit a cover letter and resume with three references to: rrci@rrci.org**

**attention Interview Committee.**

**For priority consideration, applications must be received by September 26, 2022. The position will remain open until filled.**

**Non-discrimination:** RRCI does not discriminate against employees or potential employees and is an equal opportunity employer with regard to the gender, age, disability, ethnicity, race, religious beliefs, or sexual orientation of individuals.

**Reasonable Accommodation Notice**: Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.