**VACANCY ANNOUNCEMENT**

**ARIZONA STATEWIDE INDEPENDENT LIVING COUNCIL**

Position Title: State Administrator

Reports to: Board of Directors via the Chairperson

Organization Description:

Arizona Statewide Independent Living Council (AZSILC) is a federally mandated Council established under Title VII, Section 705 of the Rehabilitation Act, as amended. In Arizona, Governor’s Executive Order No.2007-15 documents the general provision of the Council. AZSILC is a nonprofit corporation that addresses issues related to the ability of individuals who have disabilities to live independently. The majority of Council/Board Members and Employees are individuals who have disabilities.

Organizational Framework:

AZSILC uses a Collaborative Leadership approach to effectively make decisions, solve problems, and implement solutions. Collaborative Leadership is a process that creates a safe space for those who are best suited, regardless of role, to come together with the necessary information, to create a collective vision, leading to the development of implementable strategies which address shared concerns, assignments, and best practices, for the organization. While AZSILC has defined roles that delineate who has final authority, decisions aren’t made in isolation. They are made by cultivating and maximizing the talents and skills within the organization, and encouraging the shifting of leadership responsibilities, to ensure that those who have the most relevant expertise are included and respected within the process.

At AZSILC, Collaborative Leadership is used in all aspects of the work of the organization, and this evidence can be found within our Board, Council, Committees, Administrative Team, Consultants, Volunteers, Contracts, and Community Partnerships.

Position Summary:

The State Administrator contributes to the growth and development of the organizational mission, goals, initiatives, projects, and strategic plans by managing operations, establishing and enhancing best, promising, and innovative practices; fosters collaborative strategies to ensure enduring impact; and participates in opportunities to share advancements across and beyond Arizona.

Key Functions and Responsibilities:

* Provides leadership, coordination, and guidance to the Board of Directors, Council, and Committees to ensure the mission of the organization is followed.
* Develops, implements, directs, oversees, and expands AZSILC initiatives, collaborations, events, and projects; assigns, coordinates, manages, and supervises AZSILC employees, contracted administrative support, and volunteers, in accordance with the State Plan for Independent Living and other collaborative efforts and contracts.
* Ensures that AZSILC membership meets the current requirements; conducts member recruitment activities to ensure diversity in all aspects; coordinates with Governor’s Office of Boards and Commissions to ensure appropriate and timely Appointments.
* As authorized by the Council, and in conjunction with the IL Network and Designated State Entity, and in accordance with required timelines, ensures the integrity of the State Plan for Independent Living (SPIL) development process, including all data collection and public engagement requirements; and completes submission of the Program Performance Report (PPR).
* Develops, implements, and manages training and development for Board of Directors and Council; manages Human Resources for AZSILC employees; supervises AZSILC employees, contracted administrative support, and volunteers.
* Directs the processes and procedures of the organization in accordance with the organizational Bylaws, Policies and Procedures, State Plan for Independent Living, and other funder requirements.
* Ensures logistics for AZSILC Board, Council, Committee, and Independent Living (IL) Network meetings are coordinated in compliance with Arizona Open Meeting Law; assures preparation and distribution of meeting materials, recording of meeting minutes, coordination of travel arrangements, timely execution of accommodation requests.
* Ensures required documents, paper, and digital records for the organization, including, but not limited to Articles of Incorporation, Bylaws, insurance, taxes, human resources, meeting records, dues, subscriptions, security, filings, and web presence are maintained in accordance with deadlines.
* Develops, recommends, implements, reviews and manages budgets; executes contracts; oversees consolidated budget and separate funding accounts; approves ordering of organizational supplies and inventory.
* Develops and maintains systems to monitor and manage financial performance; tracks monthly fund balances; oversees, and ensures accuracy of fiscal operations in accordance with generally accepted accounting principles (GAAP); ensures that finances are reviewed or audited as required.
* Explores, creates, and elaborates on prospective strategic organizational avenues for the Board of Directors and Council to consider; works in conjunction with the Independent Living Network and community partners to plan and develop opportunities beneficial to, and representational of, the diversity of Arizonans who have disabilities.
* Actively engages in outreach and collaboration opportunities; cultivates relationships on behalf of AZSILC initiatives, events, and projects; responds to existing and emerging needs with ingenuity and diligence.
* Provides reports to the Board of Directors, Council, and Committees in accordance with the evaluation procedure outlined in the State Plan for Independent Living, and AZSILC strategic plan.
* Develops and recommends organizational policies, procedures, strategies, and sustainability practices, for the consideration of the Board of Directors, and manages the processes and practices of the organization, ensuring compliance with timelines, deadlines, policies, procedures, rules, and regulations.
* Upholds AZSILC mission and contributes to successful outcomes related to the State Plan for Independent Living, contracted statewide initiatives, and other assignments.
* Ensures compliance with federal, state, and local laws, and ordinances, including documentation and reporting.

Minimum Qualifications:

* Experience serving in a leadership role within a Center for Independent Living or Statewide Independent Living Council required.
* Bachelor’s degree and five years management experience preferred. A combination of education and relevant work experience may substitute.
* Personal and professional experience with disability rights, the Independent Living Movement and philosophy; familiarity with the Rehabilitation Act and the Americans with Disabilities Act.
* Extensive experience in the development and implementation of innovative practices responding to existing and emerging needs involving disability, diversity, and under and unserved communities.
* Demonstrated experience in nonprofit administration, fiscal accountability, generally accepting accounting principles (GAAP), and systems advocacy.
* Effective interpersonal skills; demonstrated proficiency in written communication; ability to communicate clearly, succinctly, in public, and using multimodalities.
* Ability to exercise discretion and preserve confidentiality.
* Demonstrated initiative in carrying out assigned tasks; ability to exercise independent judgment, prioritize workload, proactively communicate needs to effectively mitigate obstacles and barriers, celebrate successes, and organize and implement multiple and complex tasks, with minimal supervision.
* Demonstrated ability and commitment to working with diverse and multicultural populations.
* Bilingual in English and Spanish preferred.

Benefits:

* Annual Leave
* Sick Leave
* Holiday Leave
* Medical Insurance
* Retirement Contribution
* Life Insurance
* Home Office Reimbursement

Position Standards:

* Full-time, salaried, exempt position.
* In state travel, and occasional out of state travel required.
* Establish and work remotely from a home office located in Arizona, in proximity to the greater Phoenix metropolitan area, utilizing technology to perform the essential functions of the position.

Salary: $65,000-$75,000, depending on experience.

Other: Criminal background check will be required.

Application Instructions:

Email the following to Mellie Santora, AZSILC Member/Executive Management and Initiative Support Consultant: [mellie@azsilc.org](mailto:mellie@azsilc.org)

* Cover Letter
* Resume
* 3 References

Please place State Administrator in subject line

Application Materials due on or before July 15, 2022