

:Mainstream



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February 20, 2026

Dear Colleagues and Associates,

After twenty-seven years of dedicated service to the disability community, Rita Byers, Executive Director of Independent Living Resource Center, Inc. d.b.a. Mainstream passed away on December 25, 2025. Rita was a passionate advocate whose leadership strengthened independent living services across Arkansas and whose work empowered countless individuals with disabilities to live with dignity, autonomy, and opportunity. While we recognize that filling her role will be a significant undertaking, the Board of Directors has initiated a national talent search to identify the organization's next Executive Director.

Enclosed with this letter is the job announcement for the position of Executive Director of Mainstream. We would greatly appreciate your assistance in sharing this opportunity with qualified professionals in the disability services field who may be interested in applying.

Mainstream is a non-profit, non-residential, consumer-driven Independent Living Resource Center for people with disabilities located in Central Arkansas in the city of Little Rock. Mainstream serves Faulkner, Lonoke, Perry, Prairie, Pulaski and some of Saline counties. The organization operates in accordance with the standards and indicators established in the Rehabilitation Act of 1973 as amended for Centers for Independent Living.

Interested applicants may submit a resume and cover letter by e-mail to MainstreamLR@sbcglobal.net or by mail to:

Mainstream
ATTN: Robert Maxwell
300 South Rodney Parham, Suite 5
Little Rock, AR 72205

Thank you for your support in helping us identify strong candidates to continue Mainstream's **MISSION**.

Sincerely,

Robert Maxwell
President, Mainstream Board of Directors

"Community Independence for People With Disabilities"

EXECUTIVE DIRECTOR

Independent Living Resource Center, Inc. d.b.a. Mainstream

Position Type

Permanent, Full-Time, Exempt

Salary Range

\$70,000 - \$85,000, commensurate with qualifications and experience

Benefits

Mainstream offers a competitive benefits package, including:

- Employer-paid medical, short-term disability, and life insurance
- Vision and dental insurance
- Paid vacation and sick leave
- Birthday and Personal Days
- 12 paid holidays annually
- Simple IRA retirement plan
- Flexible Spending Account (FSA)

Location

Arkansas (Central Arkansas service area with one Independent Living (IL) office serving Faulkner, Lonoke, Perry, Prairie, Pulaski and parts of Saline counties; regular in-state travel required)

Organization Overview

Founded in 1987, Independent Living Resource Center, Inc. d.b.a. Mainstream is a private, nonprofit Center for Independent Living (CIL) dedicated to empowering people with disabilities to live self-directed lives and to advancing a barrier-free Arkansas through advocacy, systems change, and public education.

Mainstream is consumer-controlled, with most of the Board of Directors and staff identifying as people with disabilities. Services are funded through a combination of federal, state, local, and private sources, including Title VII, Chapter 1, Part C of the Rehabilitation Act of 1973 as Amended, as administered by the Administration for Community Living (ACL), an operating division of the U.S. Department of Health and Human Services.

Position Summary

The Executive Director (ED) is the chief executive officer of Mainstream and provides visionary, mission-driven leadership grounded in the Independent Living philosophy. Reporting to the President of the Board of Directors, the ED is responsible for:

- Strategic leadership
 - Program effectiveness
 - Fiscal stewardship
 - Staff development
 - Community relations
 - Advocacy
 - Ensuring full compliance with ACL/Title VII requirements, State of Arkansas regulations, and all applicable federal and state laws.
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Key Responsibilities

Organizational Leadership & Strategy

- Partner with the Board of Directors to advance the mission, vision, and strategic priorities of Mainstream.
- Lead implementation and evaluation of the organization's multi-year strategic plan.
- Provide regular, transparent reporting to the Board on organizational performance, risks, and opportunities.

Independent Living Programs & Compliance

- Ensure high-quality, consumer-directed delivery of the five core Independent Living services:
 - Individual and Systems Advocacy
 - Peer Counseling/Support
 - Independent Living Skills Training
 - Information and Referral
 - Transition Services
- Ensure compliance with Title VII of the Rehabilitation Act of 1973 as Amended, ACL regulations, and Arkansas state requirements governing the CIL.

- Promote continuous quality improvement, outcome measurement, and consumer satisfaction.

Financial Management & Sustainability

- Oversee development and management of the annual operating budget.
- Ensure strong financial controls, fiscal integrity, and long-term sustainability.
- Review financial statements and ensure completion of required independent audits.
- Ensure compliance with federal and state fiscal, reporting, and audit requirements.

Staff Leadership & Human Resources

- Recruit, develop, supervise, and retain a qualified, diverse, and mission-aligned workforce.
- Foster an inclusive, accessible, and respectful workplace consistent with Independent Living values.
- Ensure compliance with Arkansas and federal employment laws and funder requirements.

Advocacy, Community Relations & Public Affairs

- Serve as chief spokesperson for Mainstream and a visible leader in Arkansas' disability and Independent Living communities.
- Build and maintain strong relationships with consumers, policymakers, funders, and community partners.
- Advance systems change initiatives and advocacy efforts driven by the priorities of people with disabilities.

Governance & Board Relations

- Serve as the primary liaison between the Board of Directors and staff.
- Support effective governance through timely communication, accurate reporting, and board development.
- Coordinate logistics and documentation for Board and committee meetings.

Resource Development

- Lead and support a diversified resource development strategy, including grants, public funding, contracts, and private support.
 - Ensure compliance with all funder requirements and reporting obligations.
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Required Qualifications

- Master's degree in a relevant field (or equivalent combination of education and experience).
- Minimum of five years of senior or executive-level leadership in a board-governed nonprofit organization.
- Demonstrated knowledge of and commitment to the Independent Living philosophy and consumer-controlled services.
- Strong financial management and budgeting experience.
- Experience ensuring compliance with federal and state funding and reporting requirements.
- Excellent written and verbal communication skills, including public speaking.
- Demonstrated ability to lead complex organizations, manage change, and build collaborative partnerships.

Preferred Qualifications

- Personal experience with disability.
- Leadership experience in a CIL or disability-led organization.
- Experience with Title VII/ ACL-funded programs.
- Advocacy, systems change, and community organizing experience.
- Grant writing and fund development experience.

Work Environment & Accessibility

This position is primarily office-based with required in-state travel. All essential job functions may be performed with or without reasonable accommodation.

Mainstream ILRC is committed to full compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 as Amended, and Arkansas civil rights laws.

Equal Opportunity Employer: Independent Living Resource Center, Inc. d.b.a. Mainstream is an equal opportunity employer.

Individuals with disabilities and candidates from underrepresented communities are strongly encouraged to apply.