**Seeking Candidates for the Position of Executive Director of the**

**Iowa Statewide Independent Living Council (SILC)**

**Position Open Until Filled**

The Iowa Statewide Independent Living Council (SILC) is seeking a full-time Executive Director to work with the Council, Iowa’s six Centers for Independent Living, state partners, and stakeholders in advancing the mission of furthering the independence and integration of Iowans with disabilities. This is an excellent opportunity for a passionate, visionary leader to build upon Iowa’s Independent Living history and lead SILC through transition to its next stage of growth.

# Essential Responsibilities and Duties

* Develop, monitor, and review the State Plan for Independent Living (SPIL),
* Develop a strong network for independent living in the state of Iowa.
* Support the Iowa Centers for Independent Living and collaborate as appropriate.
* Prepare and submit timely reports and paperwork.
* Ensure the mission and values of the organization are reflected in all program planning, implementation, and communications sent on behalf of the SILC.
* Prepare and distribute accessible materials for Council meetings in collaboration with the executive committee.
* Maintain and update SILC records such as council member information and website content.
* Monitor compliance with grants, contracts, regulations, and Statewide Plan for Independent Living (SPIL).
* Develop a strategic plan that incorporates the goals and objectives that work toward the direction of the SILC.
* Develop, schedule, and plan training for council members to create engagement within meetings and discussions.

# Fiscal Management

* Submit quarterly financial reports to the SILC Council for approval in a timely manner.
* Develop and maintain financial management systems, in collaboration with the Treasurer.
* Serve as a Fiscal Agent and administer funds per grantor guidelines. Ensure purchases are allowable under grant guidelines.
* Ensure proper and ethical bookkeeping and accounting procedures are followed in accordance with generally accepted accounting principles.
* Ensure that a comprehensive budget and subsequent budgetary updates are developed annually and presented to Council for review and approval.

# Collaboration and Advocacy

* Coordinate the development of the three-year State Plan for Independent Living (SPIL), in compliance with federal requirements. Implement an annual timeline of required activities related to the SPIL.
* Work in conjunction with council members and CILs to develop positions and strategy on key advocacy issues that impact consumers.
* Confer with state and federal legislators, independent living (IL) organizations, and other disability organizations to exchange information and build a common agenda.
* Provide support and participation in community awareness, public education, and outreach activities.
* Work with the Governor’s Office, in collaboration with the SILC Executive Committee, to identify and recruit new Council Members.
* Research and promote program expansion of the SILC by leading resource development projects such as grant writing and fundraising events.

*This position may also require other duties as assigned. This job description is subject to change at any time.*

# Values Desired

* Commitment to the principles of Independent Living; Commitment to full integration of people with disabilities into all aspects of society.
* Honesty, integrity, and respect for the values of others.
* Strong personal code of ethics, including maintaining confidentiality and avoiding conflicts of interest.
* Ability to work in a nonpartisan environment.
* Self-direction and independent work ethic.
* Ability and drive to grow the organization.

# Minimum Requirements

* Bachelor’s degree in social work, human services, or a related field, and two years of applicable work experience is preferred.
* Commitment to Independent Living philosophy.
* Understanding of assistive technology and accessibility, including fulfillment of accommodation requests.
* Proven adaptability to changing technology and demonstrated ability to use productivity suite products, file-sharing systems, and virtual meeting platforms.
* Experience in fiscal management. Prior experience with accounting software preferred.
* Ability to remain focused on organizational goals while prioritizing and managing multiple, complex responsibilities.
* Ability to work without supervision.
* Experience establishing and maintaining productive relationships with stakeholders.
* Strong communication skills with a demonstrated ability to communicate in ways that accommodate diverse communication styles.
* Experience with fundraising, resource development, or grant writing preferred.

# Other

* Applicants must be a citizen of the United States or other designation eligible for employment under the U.S. Labor Department Codes.
* This position requires a pre-employment background check.
* Any offer of employment is conditional on successful completion of a background check. Falsification of information provided may be cause for rejection.

# Physical Requirements and Working Conditions:

* Remote. Must reside in the state of Iowa.
* Occasional travel to stakeholder meetings across the state and national conferences.
* Prolonged periods of sedentary office work that primarily involves sitting/standing.
* No adverse environmental conditions expected.
* Infrequent medium work that includes moving objects up to 35 lbs while filing and organizing office.
* Infrequent movement within office to access file cabinets, equipment, etc., including filing and organizing.
* Constant assessment of the accuracy, neatness, and thoroughness of the work assigned.
* Constant operation of a computer and other office productivity machinery, such as calculator, copy machine, and printer.
* Frequent communication with stakeholders. Must be able to exchange accurate information.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job.

# Salary/Compensation:

$55,000 - $60,000 depending on experience and skills.

PTO, Sick, and Holiday time included.

# Application Process:

Applications will be accepted until the position is filled. Applications should contain a **resume** and thoughtful **cover letter** that **must** describe how your skills and experience meet the qualifications and personal characteristics stated above. Email application and any request for accommodations to Marie Ugorek, marieugorek@live.com with “**SILC Executive Director”** in the subject line. Individuals with disabilities are strongly encouraged to apply.

The Iowa SILC is an equal opportunity employer and values a diverse workforce and inclusive culture. The Iowa SILC encourages applications from all qualified individuals and does not discriminate in employment opportunities or practices based on race, color, religion, national origin, age, gender, gender identity or expression, sexual orientation, marital or familial status, veteran status, disability, AIDS/HIV status, medical condition, or any other characteristic protected by law. This policy applies to all terms and conditions of employment including recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation, and training.

The Iowa SILC is committed to providing reasonable accommodation to individuals with disabilities. Please let us know if you need an accommodation at any time during the search and hiring process by emailing your request to Marie Ugorek at [marieugorek@live.com](mailto:marieugorek@live.com).

For more information on the Iowa SILC, please visit [www.iowasilc.org](http://www.iowasilc.org/).