

Position Announcement

**Executive Director**

### Purpose

The Executive Director oversees the work of professional and administrative staff; develops and maintains working relationships with the Texas IL network, government agencies and stakeholders; Conducts outreach and informational activities to solicit input from Texans regarding disability services in the state. Works with Directors of Centers for Independent Living to develop the State Plan for Independent Living (SPIL). Advises the Council on legislation, public policy, and other questions relating to the provision of IL Services. Represents the Council in negotiations and provides legislative testimony.

**Position Type:** Full-time **Supervisory Role:** Yes **Starting Salary:** $85,000 **FY23 Salary:** $85,000.00

**Starting Target Allocation:** Admin 40%, SPIL 60%

## Responsibilities

### Leadership

* Participate with the Council in developing a vision and strategic plan to guide the organization
* Identify, assess, and inform the Council of internal and external issues that affect the organization
* Foster effective teamwork between the Council and Executive Director
* Conduct official correspondence on behalf of the Council as appropriate
* Represent the SILC at community activities to enhance the organization's community profile

### Operational Planning and Management

* Develop an operational plan which incorporates goals and objectives that work toward implementing the strategic direction of the SILC.
* Ensure that the operation of the organization meets the expectations of the SILC, while in compliance with grant standards and applicable legislation.
* Oversee the efficient and effective day-to-day operation of the SILC
* Draft policies for the approval of the Council, and review existing policies and recommend changes as appropriate
* Ensure that confidential files are securely stored, and privacy is maintained
* Prepare meeting agendas and materials for Council meetings

### Program Planning and Management

* Works with Directors of Centers for Independent Living (CIL), SILC members, and other stakeholders, to develop the State Plan for Independent Living (SPIL)
* Oversee the planning, submission, and evaluation of the SPIL.
* Ensure that contracts, grants, and services accepted by the SILC contribute to the mission and reflect the priorities of the SILC Council and the SPIL
* Oversee the planning, execution, and evaluation of special projects

### Human Resources Planning and Management

* Determine and maintain staffing requirements for organizational management
* Oversee the implementation of the policies, procedures, and practices including the development of job description for staff
* Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations
* Recruit, interview and select staff that have the appropriate technical and personal abilities to help further the SILC's mission
* Ensure that all staff receives an orientation to the organization and that appropriate training is provided
* Execute the performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
* Ensure that the organization is following all grant requirements, federal laws, and state laws and as an employer.

### Financial Planning and Management

* Work with staff and the SILC Council to prepare a comprehensive budget
* Research funding sources and work with the SILC Board to secure adequate funding for the operation of the organization
* Approve expenditures within the authority delegated by the Council
* Ensure that sound bookkeeping and accounting procedures are followed
* Administer SILC funds according to the approved budget and monitor the monthly cash flow
* Provide the Council with comprehensive, regular reports on the revenues and expenditure of the SILC
* Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner
* Negotiate and manage the employee insurance and benefits plans
* Oversee the management of all leases, contracts, and other financial commitments

### Community Relations/Advocacy

* Communicate with stakeholders to keep them informed of the work of the SILC and CILs and to identify changes in the Independent Living (IL) community.
* Establish good working relationships and collaborative arrangements with community groups, CILs, donors, and other organizations to help achieve the goals of the SILC
* Assist in statewide needs assessment activities
* Assist SILC members in systems advocacy, community education, and outreach activities
* Assist and facilitate in public hearings in served and unserved counties

### Risk Management

* Identify and evaluate the risks to the SILC
* Ensure that the Board of Directors and the SILC (commercial property) carries appropriate and adequate insurance coverage
* Ensure that the Council and staff understand the terms, conditions, and limitations of the insurance coverage

**Note:** This description of duties and responsibilities are intended to indicate the kind of tasks required of the position. It does not limit or exclude other duties not mentioned here that may be required to fulfill the responsibilities of the position.

## Qualifications

* Related Bachelor's Degree or equivalent experience
* *Knowledge of the IL network, state agencies and federal bureaucracies*
* *Experience in negotiations and conflict management*
* Knowledge of, and commitment to, the Independent Living movement, and philosophy
* Knowledge of Federal and State statutes and regulations affecting people with disabilities
* 3-5 years' experience in managing nonprofits
* Experience in initiating, planning, implementing, and evaluating programs and services
* Experience in staff management
* Excellent interpersonal, time management, problem solving, and organizational skills
* Experience in networking and working with diverse populations
* Strong working knowledge of data software, and Microsoft Office Suite
* Strong working knowledge of Google products (Gmail, Drive, Google+)
* Detailed oriented, organized with strong follow-up skills
* Ability to travel in-town as needed
* Ability to travel out-of-town (up to 50%, may include multi-day trips)

**How to Apply**:

Email resume, a cover letter, and three references to [council@txsilc.org](mailto:council@txsilc.org). (no phone calls please). Only qualified applicants will be contacted.

***The TXSILC is an Equal Opportunity Employer***. Reasonable accommodations available upon request.