



## **JOB DESCRIPTION**

### **DELAWARE STATEWIDE INDEPENDENT LIVING COUNCIL**

**Position Title:** Executive Director

**Reports to:** The Members of the Council via the Chairperson/Executive Committee

#### **Organization Description:**

The Delaware Statewide Independent Living Council known as DE SILC is a federally mandated Council established under Title VII, Section 705 of the Rehabilitation Act, as amended in 1992. The DE SILC is an organization that addresses issues related to the ability of individuals who have disabilities to live independently. As mandated by this law, at least 51% of the council members are individuals who have disabilities. The main function of the SILC is to serve as a policy influencer and advocate. The SILC achieves its mission through the development of a Statewide Independent Living Plan (SPIL)

#### **Position Summary:**

The Executive Director provides leadership, coordination, and administrative support to the DE Statewide Independent Living Council and Committees of the Council comprised primarily of volunteers, in accordance with the State Plan for Independent Living (SPIL). The incumbent manages the day-to-day operations of the organization, serves as the public spokesperson for the organization, and represents the interests of persons who have a variety of disabilities in a statewide capacity.

#### **A preferred candidate will have:**

- Working knowledge of Independent Living Philosophy and Programs.
- Experience working in an administrative position.
- Demonstrated ability in program design and development, training/mentoring, budgeting, and fiscal accountability, executing contracts and monitoring deliverables, supervision of staff, volunteers, and college interns.
- Excellent communication and organization skills.
- Experience in public relations, speaking and marketing, outreach, and resource development.
- Experience in collaborating with local, state, and federal agencies.
- Knowledge of disability legislation and familiarity with the Rehabilitation Act Title VII and related state and federal legislation.
- Direct experience as a person living with a disability or a family member.
- Positive, creative, outside the box thinker who promotes a team mentality and thrives on capacity building.

### **Key Functions & Responsibilities include:**

- Provides initiative, assistance, research and guidance to the Council and its Committees for the development of effective public policy and activities to ensure the organization's mission is realized.
- Participates in all Council and Committee meetings. Submits written Director's Report at each Council meeting outlining progress on each SILC initiative. Communicates as appropriate with the DSE and coordinates efforts with the DSE fiscal officer.
- Under the direction of the Council, and with input from the constituency, prepares the State Plan for Independent Living (SPIL). Develops the annual Program Performance Report, with input from the Centers for Independent Living and the Designated State Entity (DSE).
- Advocates for the collective needs of people with disabilities and works with elected officials, agencies, and organizations to develop and promote legislation and programs that will benefit them.
- Works with the Council in planning, development, and implementation of various DE SILC initiatives, and resource development activities.
- Coordinates the day-to-day operations and management of the organization.
- Ensures compliance with FOIA requirements directed by the State.
- Participates in IL-related training, SILC networking sessions and other collaborative ventures either in person or online as appropriate.

### **Job Description of SILC Executive Director:**

- Works with the Council to develop and implement organizational Policies & Procedures.
- Provides reports to the Council in accordance with the evaluation procedure outlined in the State Plan for Independent Living, and as required by all contracts.
- Ensures required documents and records for the organization, including Bylaws, policies and procedures, correspondence, records and files, and minutes are maintained. Assists in updating information and maintenance of the SILC website.
- Ensures compliance with federal, state, and local laws, and ordinances including documentation and reporting.
- Under the Council's supervision, develops, recommends, implements, reviews the consolidated budget, and separate funding accounts. Develops systems to monitor and manage financial performance, track monthly fund balances, and modify expenditures as needed. Develops long-range needs assessment and funding plans. Ensures, in coordination with the DSE, that finances are audited as required. Identify, recommend, and secure adequate and diversified revenue sources.
- Identifies potential funding opportunities to support expansion of DE SILC initiatives in response to the needs of Delawareans who have disabilities.
- In consultation with the SILC evaluates the feasibility and next steps to secure 501c3 status.
- Working knowledge of Microsoft Office, database operations, internet, and email.

**Minimum Qualifications:**

- Master's degree preferred and five years management experience. A combination of education and relevant work experience may substitute.
- Experience working in a Center for Independent Living or State Independent Living Council is preferred.
- Commitment to working with people who have a variety of disabilities, from diverse backgrounds and communities.
- Demonstrated interpersonal and effective communication skills.
- Successful record of accomplishment in financial and administrative leadership and program conceptualization and planning.
- Knowledge in working with community-based organizations.

**Working Conditions:**

- Full-time contract position
- State residency required; the SILC does not provide relocation expenses
- In state travel, and occasional out of state travel is required
- Work from a remote home office, utilizing technology to perform the essential functions of the position
- Follow the Delaware State Holiday schedule

**Salary:**

- Commensurate on experience (Range: \$50,000 to \$60,000).

**Other:**

- Criminal background check will be required within the last 6 months.

**Email Resume & Cover Letter, and 3 professional references by November 15<sup>th</sup>, 2023.**

to: [info@delawaresilc.org](mailto:info@delawaresilc.org)

**Please place Executive Director Application in subject line**