

JOB DESCRIPTION
ARIZONA STATEWIDE INDEPENDENT LIVING COUNCIL

Position Title: Executive Director

Reports To: Board of Directors via the Chairperson

Organization Description:

The Arizona Statewide Independent Living Council (SILC) is a federally mandated Council established under Title VII, Section 705 of the Rehabilitation Act, as amended in 1992. In Arizona, Governor's Executive Order No.2007-15 documents the general provision of the Council. The AZSILC is a nonprofit corporation that addresses issues related to the ability of individuals who have disabilities to live independently. A majority of the council members are individuals who have disabilities.

Position Summary:

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

Key Functions & Responsibilities include:

1. Provides leadership, assistance, and guidance to the Council (Board of Directors) and Committees of the Council for the development of effective public policy and to ensure the mission of the organization is followed. Participates in all Council and Committee meetings.
2. Under the direction of the Council, prepares the State Plan for Independent Living (SPIL) and the 704 Report, in conjunction with the Centers for Independent Living and the Designated State Entity.
3. Advocates for the collective needs of people who have disabilities, attends legislative sessions, testifies before the legislature, and works with elected officials, agencies, and organizations to develop and promote legislation and programs that will benefit people who have disabilities.
4. Works with the Council in planning and development of AZSILC initiatives, and resource development activities.
5. Coordinates the day-to-day operations and management of the organization.

6. Works with Council to develop and implement organizational Policies & Procedures.
7. 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.
8. Ensures required documents and records for the organization, including, but not limited to Articles of Incorporation, Bylaws, insurance, taxes, and minutes are maintained.
9. Ensures compliance with federal, state, and local laws, and ordinances including documentation and reporting.
10. Provides direct supervision and leadership to designated AZSILC staff.
11. Develop, recommend, implement, review, and manage consolidated budget, and separate funding accounts. Develop systems to monitor and manage financial performance, track monthly fund balances, and modify expenditures as needed. Develop long-range needs assessment and funding plans. Ensure that finances are audited as required. Identify, recommend, and secure adequate and diversified revenue sources.
12. Identifies potential funding opportunities to support expansion of AZSILC initiatives in response to the needs of Arizonans who have disabilities.

Minimum Qualifications:

1. Bachelor's degree and five years management experience preferred. A combination of education and relevant work experience may substitute. Preferred experience working in a Center for Independent Living or State Independent Living Council.
2. Personal and professional experience with the Rehabilitation Act and the Americans with Disabilities Act.
3. Personal and professional experience with disability rights, and the Independent Living Movement, and philosophy.
4. Personal and professional experience with legislative and rule-making processes, and approaches to self and systems advocacy.
5. Commitment to working with people who have a variety of disabilities, from diverse backgrounds.
6. Demonstrated interpersonal and effective communication skills.
7. Successful track record of financial and administrative leadership and planning.

Job Description
SILC Executive Director

Benefits:

- Annual leave
- Sick leave
- Holiday leave
- Medical Insurance
- Retirement contribution
- Life Insurance

Working Conditions:

- Full-time, salaried, exempt position.
- In state travel, and occasional out of state travel required.
- Work from a remote home office located within the greater Phoenix area, utilizing technology to perform the essential functions of the position.

Salary:

Starting Salary \$55,000-\$60,000.

Other:

Criminal background check will be required.

Email Resume & Cover Letter by January 15, 2018 to:

Melissa Ann Santora, Interim Executive Director
melissa@azsilc.org

Please place Executive Director Application in subject line.