

Seeking Candidates for the Position of Executive Director of the Iowa Statewide Independent Living Council (SILC)

Please Apply by 12/31/2021

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.

Under the direction of the Governing Council, the Executive Director is responsible for the administration and coordination of all Iowa Statewide Independent Living Council (SILC) activities, including policy and program development, leadership and oversight of Iowa SILC legislative and advocacy efforts, membership recruitment, public relations as well as management of future SILC staff, budget, and activities.

Essential Responsibilities and Duties

1) Organization Management

- Prepare and submit timely reports and paperwork.
- When applicable, determine staffing needs for the organization. If additional staff should be needed, recruit, interview and select staff that have the right skills to help further the SILC's mission with the assistance and advisement of the Council.
- Demonstrate creativity, leadership and innovation when developing and distributing content for the SILC.
- Ensure the mission and values of the organization are reflected in all program planning, implementation, and communications sent on behalf of the SILC.
- Review policies and procedures periodically to assure changes are being made when needed and to verify they are comprehensive and current. Collaborate with the Council when policy changes need to be made.
- 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).
- Maintain the SILC website, oversee social media platforms, and discuss public outreach strategy with Council as needed.
- Develop a strategic plan which incorporates the goals and objectives that work toward the direction of the SILC.
- Develop, schedule, and plan training for new council members to create engagement within meetings and discussions.

2) 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 and reasonable for the SILC mission.
- 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.

3) Collaboration and Advocacy

- Coordinates the development of the three-year State Plan for Independent Living (SPIL), in compliance with federal requirements including content, solicitation of consumer and public input, Client Assistance Program (CAP) input, and in collaboration with the Statewide Independent Living Council (SILC) members, Iowa Centers for Independent Living (CIL) Directors/Staff/Boards, and Designated State Units (DSUs). Implement an annual timeline of required activities related to the SPIL.
- Monitors state and federal legislation and policies of significance to people with disabilities and distributes this information to applicable stakeholders across Iowa.
- Works 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, IL organizations, and other disability organizations to exchange information and build a common agenda.
- Provide support and participation in community awareness, public education, systems change advocacy and outreach activities.
- Works 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.

Qualifications

- Bachelor's degree in social work, human services, or a related field, and/or equivalent work experience with disability and/or experience in a non-profit human services environment.
- 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.
- Must provide or coordinate personal transportation.

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, and that falsification of information provided may be cause for rejection.

Physical Requirements and Working Conditions:

Temporarily Remote. Must be willing to travel to office in Des Moines as needed.

- 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.
- Occasional travel to stakeholder meetings across the state and national conferences.

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

Salary/Compensation:

\$55,000 annually

Generous PTO, Sick, and Holiday time included. All additional benefits negotiable.

Application Process:

Applications will be accepted on or before December 31st, 2021 and reviewed the first week of January. 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 [Sarah Martinez, ed@access2independence.org](mailto:ed@access2independence.org) 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 Sarah Martinez at ed@access2independence.org.

For more information on the Iowa SILC, please visit www.iowasilc.org.