

## **POSITION DESCRIPTION**

### **Executive Director**

Under the guidelines set by the Board of Directors, the Executive Director oversees the operation of the Southeastern Ohio Center for Independent Living (SOCIL) in Fairfield, Hocking and Athens county offices. The Executive Director has ultimate responsibility for all programs, services and activities under the Board. The primary responsibilities of the Executive Director fall in seven areas: 1) Board liaison and support, 2) program administration, 3) personnel, 4) finance, 5) resource development, 6) public relations and systems change, and 7) system advocacy. Some travel throughout Southeastern/Central Ohio required.

## **RESPONSIBILITIES**

- 1) Board Liaison and Support
  - a. Implements and administers board approved policies and budgets.
  - b. Prepares and submits timely reports, recommendations and updates.
  - c. Actively pursues operational revenues for the Center.
  - d. Coordinates board training and strategic planning sessions.
  - e. Performs the annual agency review process, including analysis of input from staff, consumers, community, organizations and contractors.
  - f. Identifies and recruits candidates for potential membership on the governing board.
  
- 2) Program Administration
  - a. Monitors compliance with grants, contracts and regulations, including the preparation of performance reports and the maintenance of appropriate records.
  - b. Assures that the mission of the organization is reflected in all program planning, implementation and evaluation.
  - c. Promotes program expansion through grant proposals from government, foundation and other private entities.
  - d. Completes other tasks as may be delegated by the Board of Directors.
  
- 3) Personnel
  - a. In accordance with current employment laws, oversees the implementation of personnel policies and procedures, including and not limited to hiring, promotion, evaluation, training and dismissal.
  - b. Directly supervises all staff members.
  - c. Prepares an annual written performance evaluation of each staff member.
  
- 4) Finance
  - a. Oversees all elements of the organization's financial system.
  - b. Prepares and administers the annual budget as approved by the Board.
  - c. Monitors compliance with established financial policies and procedures.
  - d. Reviews monthly financial statements and reports prior to submittal to the Board of Directors.

- 5) Resource Development
  - a. Oversees the development, implementation, modification and evaluation of an annual resource development plan.
  - b. Initiates contact and represents the Center with potential funding sources.
  - c. Responsible for obtaining income through grants, contracts, fees, foundations, corporation, fundraising events and individual donors.
  
- 6) Public Relations and Systems Change
  - a. Oversees the compilation, writing, production and dissemination of a newsletter.
  - b. Works with local, state and national boards and organizations, which includes travel, to further the Independent Living Movement and the rights of persons with disabilities.
  - c. Participates in community awareness, education and advocacy.
  - d. Represents the Center in media and at public and Center sponsored events.
  - e. Acknowledges contributions to the agency and to the IL Movement.
  - f. Reviews all promotional materials prior to publication and distribution.
  - g. Participates on councils, committees and other entities concerned with programs and services for people with disabilities.
  
- 7) Systems Advocacy
  - a. Advocates for systems change within community. This may include changing public policy that is detrimental to individuals with disabilities.

## **QUALIFICATIONS**

- 1) Substantial experience interacting with individuals with disabilities.
- 2) Two years of administrative work experience preferred directly related to the job responsibilities.
- 3) Demonstrate an understanding of the Independent Living philosophy movement and services.
- 4) Computer literacy.
- 5) Knowledge of Assistive Technology and the Americans with Disabilities Act (ADA).
- 6) Demonstrate leadership capability and ability to motivate staff and volunteers.
- 7) With or without reasonable accommodation must be able to demonstrate the ability to:
  - a. Develop and maintain community support systems of, by and for people with disabilities.
  - b. Negotiate grants and contracts.
  - c. Communicate effectively both in writing and verbally.
  - d. Compose and present proposals and reports.
  - e. Read, understand and communicate financial information.
  - f. Work effectively with culturally diverse communities and cross-disability groups.
  - g. Provide evidence of sound judgment, analytical ability, resourcefulness and interpersonal skills.

This position is full-time salaried position and reports directly to the Executive Committee and SOCIL Board.