

**Job Description – Executive Director
Statewide Independent Living Council of Kansas (SILCK)**

Job Title: SILCK Executive Director

Reports To: Statewide Independent Living Council of Kansas Board / Board Chair

FLSA Status: Exempt

Compensation / Benefits Package: \$70,000 - \$80,000 annual salary, generous paid time off (PTO) and paid holidays. Benefits Package may also include but is not limited to - work from home stipend (internet, phone, etc.), mileage reimbursement, negotiable comprehensive health benefits for self / dependents and additional benefits negotiable.

Location: Remote – minimum travel inside and outside of Kansas may be required at times. Reasonable accommodations can be provided for this travel. Kansas resident or the ability to establish Kansas residency preferred but not required.

Job Summary:

Under broad direction of the SILCK Board of Directors, the Executive Director is responsible for overall day to day management of the organization including administration, human resource management and public relations. Oversees educational efforts and represents the SILCK on local, state, and national levels.

The SILCK Executive Director is responsible for coordinating the development, monitoring, and evaluation of the implementation of the three-year Kansas State Plan for Independent Living (SPIL) at the direction of SILCK. The position is responsible for the administration of SILCK activities and funding; directing SILCK planning activities; assisting the SILCK executive committee in developing and administering the annual SILCK budget; and supervising SILCK staff and operations.

Required Qualifications:

- Bachelor's degree plus three years of experience in disability services, advocacy, and / or public administration, of which two years were in a program administration or leadership capacity OR five years of experience in disability services, advocacy, and / or public administration, of which two years were in a program administration or leadership capacity.
- First-hand knowledge or experience of disabilities.
- Effective communication and conflict resolution skills.
- Experience with preparing and managing an operating budget.
- Ability to effectively manage and complete numerous tasks in short time frames.
- Ability to effectively interact and cultivate strong relationships with a wide variety of people with and without disabilities.
- Essential problem-solving skills necessary for making sound business decisions.
- Effective computer skills including Microsoft Office.

Job Duties:**1. Organize and support the work of SILCK**

- Coordinates monitoring and evaluating of the implementation of the three-year Kansas State Plan for Independent Living (SPIL).
- With input from the SILCK board President / Chair, arranges quarterly SILCK public meetings including, but not limited to, identifying location, date and time, preparing the agenda, notifying directors, and overseeing the preparation of meeting packets for SILCK Board members including meeting minutes and ensuring SILCK member accommodations are met.
- Attends all SILCK board meetings. Attends SILCK committee meetings as requested by the SILCK board.
- In consultation with the President / Chair, schedules all SILCK meetings, prepares agendas, and arranges presentations.
- Provides staff support to the SILCK Executive Committee.
- Assists the SILCK in developing and updating operational and fiscal policies and procedures.
- Prepares all reports as required by federal and state law, including the three-year Kansas SPIL and the annual federal Program Performance Report (PPR).
- Serves as the liaison or point of contact between the SILCK and the DSE.

2. Direct the SILCK Planning Activities

- Coordinates public meetings, town meetings, needs assessments, and other research for the development of the Kansas SPIL.
- Serves as the SILCK representative on a variety of committees, task forces, and coalitions, as approved by the SILCK Executive Committee.
- Monitors and disseminates relevant information.

3. Direct the SILCK Leadership Development Activities

- Develops and updates SILCK Orientation materials for new SILCK members.
- Provides / conducts orientation to new SILCK members.
- Arranges and coordinates the SILCK member training plan(s).
- Provides staff support to the SILCK Membership Committee including:
 - a. Soliciting new SILCK member applications.
 - b. Prepares communication of SILCK member nominees to Kansas Governor.
 - c. Submits SILCK member nominees to the Kansas Governor's office.

4. Direct the SILCK Public Awareness Activities

- Coordinates the development of informational and educational materials (brochures, reports, etc.) and activities to support the network capacity of the Kansas Centers for Independent Living and for public information and awareness.

5. Manage the administrative and fiscal responsibilities of the SILCK

- Oversees completion and submission of funding requests and resource plans to the Kansas Designated State Entity (DSE) related to SILCK funding.
- Assists the SILCK Executive Committee in developing and implementing an annual budget as approved by the SILCK.
- Ensures financial and programmatic reports are prepared and submitted as required under state and federal law and regulations.
- Ensures compliance with all applicable federal and state mandates and regulations.
- Ensures compliance with all SILCK fiscal and operational policies and procedures.

- Facilitate annual review and update of SILCK policies and procedures.

6. Coordinate efforts to review and / or respond to public input and collaborate with other disability entities, as relevant or applicable

- Coordinates public forums necessary to carry out the duties of the SILCK.
- Coordinates responses to input from the public and / or Kansans with disabilities gathered from such public meetings and from consumer satisfaction surveys.
- Represents the SILCK on work groups, boards, and councils as determined appropriate by the SILCK executive committee.
- Assists with the development and implementation of strategies to maximize the cooperation, coordination, and working relationships among the Kansas Rehabilitation Services (KRS), the Kansas Centers for Independent Living (CILs), the SILCK, and other state agencies, councils, and public or private entities determined to be appropriate by the SILCK.
- Keep abreast of changes and shifts in the Independent Living (IL) movement, program, and services.
- Assures current and accessible SILCK website information.
- Attends local, state and national meetings as directed by the SILCK board.
- Promotes the rights of people with disabilities by providing information and education upon request.
- In collaboration with the SILCK President / Chair, acts as a liaison or point of contact between SILCK and state and federal agencies including, but not limited to the DSE and federal Administration on Community Living (ACL).

7. Supervises SILCK Staff

- Recruits, hires, and fires staff for positions approved by the SILCK.
- Provides supervision, training, and performance evaluations for all staff, including job description development and review.
- Maintain all necessary human resource related documentation and record keeping.
- Assures SILCK and staff compliance with all policies and procedures.
- Adheres to all applicable local, state, and federal laws relating to employment.

- Provides reasonable accommodations to staff upon request.

8. Other Duties as Assigned

9. Limits of Authority

- May not enter contracts without review by SILCK President / Chair.
- May not commit SILCK funds outside of budgeted items without review by the SILCK executive committee.
- May not make on-going commitments of staff time or other SILCK resources without review by SILCK President / Chair.