

JOB DESCRIPTION

Position Title: EXECUTIVE DIRECTOR

Position Classification: Full Time /Exempt/Onsite

Supervisor: Works under the direction and supervision of the Center for Independent Living of North Central Florida (CILNCF) Board of Directors.

Responsibilities: Ensure delivery of the Five Core Services of the Independent Living Program including: Information and Referral, Peer Support, Independent Living Skills Training, Advocacy and Transition at the CILNCF locations in a manner compliant with ACL requirements.

MAJOR JOB FUNCTIONS INCLUDE:

- Hire, manage, direct, and terminate all professional and other employees of the CILNCF.
- Responsible for development, submission, and negotiation of contracts and grants with public and private entities.
- Responsible for compliance, reporting, deliverables, and oversight of all grants, contracts and agreements.
- Establish and oversee fiscal systems, prepare cost estimates and budgets and present to the Board of Directors regular financial reports.
- Responsible for publicity, marketing, public relations, and donations on behalf of the CILNCF.
- Provide leadership, guidance, and technical assistance to staff in establishing program priorities, planning, delivery, evaluation, and sustainability of services and operations.
- Provide meaningful and ongoing professional development and training experiences for all staff.
- Create, maintain, and continually update personnel policies and procedures to ensure compliance with labor laws, employee rights, and best practices for the effective and efficient management of the CILNCF.
- Supervise, prepare and maintain reports as required by funding sources and the Board of Directors.
- Create and implement an evaluation process to assess the efficiency, effectiveness, and impact of CILNCF programs and operations.
- Serve as a liaison with federal, state and local agencies and legislative bodies where appropriate.
- Engage, mobilize, and sustain community collaborations and resources including volunteers, consumers, consultants, stakeholders, and organizations to support the CILNCF in achieving its mission and goals.
- Ensure efficiency and effective delivery of all CILNCF services (Core services, supplemental programs, fee for services).
- Provide orientation, supervision and evaluation for leadership and program staff.
- Track and assess consumer data to establish consumer needs, priorities and goals.
- Foster and cultivate a network of community partnerships to leverage the resources and supports necessary for the CILNCF to achieves its mission and goals.
- Perform other duties as assigned.

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Knowledge, Skills, Abilities, & Characteristics

- 1) Ability to hire, evaluate, and terminate contract labor that assist CILNCF services, operations, and resources.
- 2) Ability to lead and guide efforts for the development, implementation, and evaluation of the CILNCF Strategic Plan
- 3) Ability to oversee the creation, implementation, iteration, and adoption of Project Management systems, processes, and tools needed to ensure optimal efficiency and effectiveness of CILNCF services and operations.
- 4) Ability to supervise quality assurance processes that ensure accurate and consistent record keeping.
- 5) Willingness and ability to be active and fully participate and collaborate across the Florida Independent Living Network (i.e. Florida Association of Centers for Independent Living, Florida Independent Living Council, Division of Vocational Rehabilitation, etc.) and the national Independent Living Network (Administration for Community Living, Independent Living Resource Utilization, National Council for Independent Living).
- 6) Ability to plan, implement, evaluate, and sustain new projects that are aligned with the CILNCF mission and goals.
- 7) Ability to foster, cultivate, and sustain a healthy work culture within the CILNCF.
- 8) Ability to engage in problem solving, conflict resolution, and cohesion between staff and within and across teams.
- 9) Ability to maintain a professional and positive attitude while interacting with all CILNCF consumers, staff, volunteers, board members, partner agencies, and the public.
- 10) Ability to prioritize work and time management effectively; be well organized.
- 11) Understand the independent living philosophy and movement.
- 12) Ability to develop, implement, and evaluate projects and work independently.
- 13) Ability to teach Independent Living Skills (ILS) related to diversion and transition.
- 14) Strong interpersonal and communication skills.
- 15) Demonstrated ability to build and maintain strong relationships and collaborations with others.
- 16) Ability to connect, engage, and mobilize the disability community.
- 17) Excellent computer skills and demonstrated ability to work in Word, Excel and Publisher. Ability to create and deliver high quality Power Point presentations.
- 18) Working knowledge on various Project Management systems and tools.

QUALIFICATIONS:

Required Qualifications:

- Master's degree in Rehabilitation, Counseling, Psychology, Sociology, Social Work, or other related field is preferred, but a Bachelor's degree in one of these areas with a minimum of five years of related work experience will be considered.
- Two years' experience in human social services or related field.
- Five years supervisory experience.
- Understanding of the Independent Living Philosophy and movement
- Knowledge of disability civil rights legislation.
- Knowledge and awareness of community resources and larger systems serving people with disabilities.
- A criminal background check with be conducted

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Preferred Qualifications:

- Master's degree in Rehabilitation, Counseling, Psychology, Sociology, Social Work, or other related field
- Demonstrated experience in community and public relations, fund raising activities, oral and written communication, legislative matters, business administration, and program development and management.
- Commitment to the policies of consumer participation in the decision-making process and consumer involvement in program development and implementation.
- Demonstrated ability to organize, mediate, negotiate and resolve conflicts between different interest groups.
- Demonstrated ability to work with staff and consumers on a cross-disability basis.

Application Process: All applicants must submit a letter of intent, a current resume/curriculum vitae, list of three professional references, and an unofficial academic transcript. Unofficial transcripts are only accepted for review purposes, official transcripts are required prior to any offer of employment being made.

Completed documents must be submitted to CILNCF.BOD@gmail.com to be considered for this position. Review of applications will begin immediately and will continue until the position is filled. The priority application date is **November 4, 2024**; however, the position may close when an adequate number of qualified applications are received.

Accommodation: CILNCF is committed to the full inclusion of all qualified individuals. As part of this commitment, CILNCF will ensure that persons with disabilities are provided reasonable accommodations. Reasonable accommodations will be provided if it is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment.

Employer Rights: The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. This job description does not list all the duties of the job. You may be asked by the Board to perform other duties. You will be evaluated in part based on your performance of the tasks listed in this job description.

The CILNCF Board has the right to revise this job description at any time. The job description is not a contract for employment and either you or the Board may terminate at any time for any reason.