

Job Posting Announcement (Executive Director)

Position & Job Summary: Executive Director (Director) - Utah Independent Living Center (UILC)

The Executive Director (Director) is responsible for the overall wellbeing and general direction of the Center. The Director reports to the Board of Directors.

Salary: \$70,000-\$80,000 **Benefit Package** includes: health, dental, simplified retirement plan (optional TDA), mileage reimbursed, generous leave and holiday schedule.

Application deadline: October 31, 2022. Equal Opportunity Employer

If interested, please submit a resume and include three references to UILCBoard@uilc.org .

Purpose of UILC:

The Utah Independent Living Center (UILC) is a non-profit, non-residential organization created for the purpose of supporting people with disabilities. The area of service includes Salt Lake, Tooele, and Summit counties.

UILC promotes the philosophy of empowerment, self-help, and full participation of persons with disabilities.

UILC collaborates with other groups and agencies concerning disability issues for all people with disabilities.

Education & Experience:

Must have at least (2) two years experience in Independent Living. BA/BS Degree in Social Sciences, Business, Public or related field helpful. MS/MA preferred. At least one (1) year experience with writing grants and grant management, funding applications and/or proposals, federal compliance, and non-profit compliance needed.

Supervisory experience is a priority. Be able to pass a background and credit check.

Responsibilities of the Director include but are not limited to the following:

- Work with and be an advocate for people with disabilities.

- Negotiate contracts between the UILC and other organizations, agencies, and individuals.

- Develop and implement goals of the UILC.

- Oversee the establishment and operation of all UILC programs (ongoing and new) and ensure that core services are provided.

- In conjunction with the Board of Directors, establish, update, and implement personnel, administrative, and operational policies for the UILC.

- Engage in community awareness to acquaint employers, educators, and members of the general public about the needs of people with disabilities.

- Supervise staff of the UILC and provide leadership, mentoring and opportunities for staff development.

- Prepare an annual budget for the UILC.

- Write Grants to obtain future funding and engage in other business-related writing.

- Plan fund-raising activities to ensure the continuation of the UILC.

- Advise and update the UILC Board of Directors concerning programs, personnel, management and financial status of the UILC.

- Represent the UILC in a professional capacity and maintain substantial involvement in community affairs

- Advocate as needed to promote inclusion and improved services to people with disabilities on a local, state and national level.

- Compile reports required by private and public funding entities that support the operations of the UILC.

- Perform other duties as needed.

Abilities and skills:

- Must have excellent written and oral communications skills

- Good computer skills are a required (Microsoft Office)

- Be able to interact in an engaging and personal manner with all people

- Be self-motivated, able to meet deadlines, provide a good example to staff and clientele, and maintain a professional appearance

Disclaimer Statement:

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to this position. The UILC reserved the right to change or assign other duties to this position.