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**Utah Independent Living Center (UILC)
3445 S. Main Street, SLC, UT 84115**

Position Title: Executive Director, Utah Independent Living Center

Agency Description: 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. Services include but are not limited to Advocacy, Information and Referral, Independent Living Skills Training, Peer Support, Recreation, Assistive Technology and Transition (Youth, Nursing Home, and Diversion from Institutions).

Location: Office in Salt Lake City, Travel required to Tooele and Summit Counties

Hours: Full Time/40 hours per week

Wage and Benefits: Starting wage \$40.00/hr. Additional benefits include employer-paid retirement benefit of additional 10% of wages, medical, dental, life insurance and paid holidays, vacation and sick time.

To Apply: Visit www.uilc.org to access application and instructions for submission. Completed applications must be emailed to jobs@uilc.org by Friday, November 1, 2024.

Dates: Applications will be accepted from Friday, October 18, 2024 to Friday, November 1, 2024.

Job Description: The UILC Executive Director is responsible for UILC programming and strategic planning, finance and operations, resource development and outreach, advocacy, and human resource and personnel development. Specific responsibilities include:

1. Supervise the day to day operations of the UILC including oversight of all UILC programs to ensure that core services of the Independent Living program are provided appropriately.
2. Develop and execute an operational plan including annual budgeting, financial analysis, team development and program goal setting in collaboration with UILC staff and Board of Directors
3. Negotiate contracts between the UILC and other organizations, agencies, and individuals.
4. In conjunction with the Board of Directors, establish, update, and implement personnel, administrative, financial and operational policies for the UILC.

5. Engage in community awareness to acquaint employers, educators, and members of the general public about the needs of people with disabilities including advocacy to promote inclusion and improved services for people with disabilities.
6. Supervise UILC staff to include performance management, corrective actions, and professional development
7. Engage in resource development including grant applications to ensure ongoing financial support for the Center
8. Ensure the UILC Board of Directors are kept fully informed regarding the UILC including programs, personnel, management and financial status of the UILC.
9. Compile reports required by private and public funding entities that support the operations of the UILC.
10. Other duties as assigned

Required Education & Experience:

A **BA/BS Degree in Social Sciences, Business, or another related field** is required. Directly related prior work experience **may** be substituted for a degree on a year to year basis as determined by the Board of Directors. Applicants must be able to pass a background check and credit check.

Preference: Preference will be given to qualified individuals who have personal experience with a disability.

Other Qualifications:

- Applicants must be able to communicate effectively, expressively and in writing
- Applicants must have basic computer skills
- Knowledge of general accounting principles and/or experience in personnel supervision a plus

Contact Information: Contact Stacey Cummings at email scummings@uilc.org or call 801-349-0453 for questions about the position or assistance with applying.

UILC is an affirmative action/equal opportunity employer and is committed to increasing the diversity of its workforce and sustaining a work environment that is inclusive. Women, minorities, veterans, and people with disabilities are encouraged to apply. Reasonable accommodations will be made to enable qualified employees with disabilities.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the position. Individuals requiring accommodations during the application process should communicate such need when submitting their application or during the interview and selection process with the chair of the search committee.