

## **Job Title: Executive Director (Part Time)**

**Reports To:** Executive Committee

**Organization:** Statewide Independent Living Council of Hawaii (SILC)

**Location:** State of Hawaii

### **About SILC:**

Mission To empower individuals with disabilities to achieve self-determination, independence, and full inclusion in all aspects of community life.

Vision A Hawaii where people with disabilities have the same opportunities as everyone else to live, work, and participate in their communities.

### Values

- **Self-Determination:** We believe people with disabilities have the right to make their own choices about their lives.
- **Inclusion:** We advocate for a society where everyone is valued and belongs.
- **Collaboration:** We work together with partners to create positive change.
- **Innovation:** We seek creative solutions to promote independent living.
- **Empowerment:** We support individuals with disabilities to reach their full potential.

### **Position Summary:**

Are you passionate about empowering individuals with disabilities? Do you thrive in a fast-paced environment where your organizational skills and attention to detail make a real difference? If so, then we encourage you to apply for the Executive Director position at the Statewide Independent Living Council of Hawaii!

The Executive Director is a dynamic and highly organized leader responsible for the overall management and operations of the Statewide Independent Living Council of Hawaii. This role requires a strategic thinker with exceptional interpersonal skills and a deep commitment to community engagement. The Executive Director will work closely with the Council to implement the organization's strategic vision and ensure its continued success.

**Key Responsibilities:**

● **Community Building and Engagement:**

- Develop and execute strategies to foster a strong sense of community among stakeholders.
- Plan, facilitate and attend community events, workshops, and meetings island wide.
- Cultivate relationships with key community partners, including government agencies, businesses, and non-profit organizations.
- Represent the Council at public forums and advocate for its interests.
- Attend all Council meetings, committee meetings, and convened community meetings, taking accurate notes and record keeping.

● **Data Tracking and Analysis:**

- Oversee the collection, management, and analysis of data related to the Council's programs and activities.
- Utilize technology to streamline data tracking processes and generate meaningful reports.
- Interpret data to identify trends, measure impact, and inform strategic decision-making.

● **Administrative and Operational Management:**

- Manage the day-to-day operations of the Council, including financial management, human resources, and office administration.
- Develop and implement administrative policies and procedures.

- Ensure compliance with all applicable regulations and legal requirements.
- Oversee the maintenance of the Council's technology infrastructure and ensure data security.

- **Business Operations:**

- Oversee bookkeeping and financial record-keeping, ensuring accuracy and compliance.
- Manage human resources functions, including recruitment, onboarding, performance management, and employee relations.
- Process payroll and ensure timely and accurate payment to employees.
- Maintain compliance with the State of Hawaii's Department of Tax, Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs

- **Leadership and Team Management:**

- Provide leadership and supervision to administrative staff.
- Delegate tasks effectively and foster a positive and productive work environment.
- Mentor and develop staff members to enhance their skills and contributions.

- **Strategic Planning and Implementation:**

- Collaborate with the Council to develop and implement the council's work plan.
- Assist the Council with the development of the State Plan for Independent Living.
- Monitor progress towards strategic goals and objectives.
- Identify opportunities for growth and innovation.

**Preferred Qualifications:**

- Bachelor's degree in public administration, non-profit management, or a related field.
- Minimum of 5 years of experience in a leadership role within a non-profit or community-based organization.
- Proven track record of success in community building and engagement.

- Strong analytical and problem-solving skills with the ability to interpret and utilize data effectively.
- Excellent communication, interpersonal, and presentation skills.
- Proficiency in administrative technologies, including database management, online communication platforms, and project management software.
- Knowledge of financial management principles and practices, including bookkeeping and payroll.
- Demonstrated leadership skills and experience managing staff.
- Ability to work independently and as part of a team.
- Passion for the council's mission and a commitment to serving the community.

**Compensation and Benefits:**

\$35,000 - \$40,000 per year, part time 19 hours per week.