

Job Opportunity
The Wabash Independent Living & Learning Center, Inc.
d.b.a. The WILL Center
Executive Director Position

The WILL Center seeks applications from candidates seeking the job of Executive Director of the agency. This is a full-time, exempt position with hours that vary as necessary. The Executive Director reports to the Center's Board of Directors.

The Executive Director is responsible for supervision of Center staff, for ensuring that proper organizational policies and procedures are established and enforced, for complying with state, federal and contractual requirements, for financial and budgetary planning, for strategic planning, and for representing the Center in a range of professional, public, and governmental situations.

A minimum of a bachelor's degree is required, and preferably in a social service field. The successful candidate must have experience in supervisory positions, direct budget management, and strong written and verbal communication skills. Candidates must demonstrate a working knowledge of the independent living philosophy and experience in working in community-based settings.

Candidates with disabilities are encouraged to apply.

Send resume and references to:

The WILL Center
Attn: Search Committee
One Dreiser Square
Terre Haute, IN 47807

Or via email:

petecinc@thewillcenter.org

**The Wabash Independent Living & Learning Center, Inc.
d.b.a. The WILL Center**

The WILL Center is a private, not-for-profit, non-residential independent living center that serves people of all ages and any disability or combination of disabilities. It provides the five core services mandated by the federal Rehabilitation Act of 1973, as amended by the Workforce Innovation & Opportunity Act of 2016 to residents of Clay, Owen, Parke, Putnam, Vermillion and Vigo counties in Indiana. Its office is located in Terre Haute, IN.

The WILL Center is funded primarily through contracts with the Indiana Family & Social Services Administration, and is part of the state network of independent living centers. It currently employs ten full or part time staff.

THE WILL CENTER, INC.

**JOB DESCRIPTION
FOR
EXECUTIVE DIRECTOR**

Embrace and practice of independent living philosophy and the five core services.

Reports to: The Board of Directors
Hours of work: Exempt, full-time, hours may vary as necessary

MAJOR FOCUS: Ensure that proper organizational policies and procedures are in place and being adhered to. Ensure that the requirements set forth in the Center's grant agreement(s) are fulfilled. Advocate, support, counsel and coach people who have disabilities in increasing their independence and control over their lives.

The Executive Director of The WILL center shall be hired by and responsible to the Board of Directors, and his/her duties shall include, but not be limited to, the following:

OPERATIONS:

1. Direct Center activities, staff and volunteers.
 - a. Coordinate all advocacy activities approved by the Board. Such activities may include legal action, public demonstrations, protest letters and letters of inquiry, position papers, public testimony and requests for support of, or opposition to, bills pending before the state legislature or the U.S. Congress.
 - b. The Executive Director may delegate this responsibility to other staff members as budget and staffing patterns permit.
2. Direct daily operations of the Center, including:
 - a. Establishing hours of operation.
 - b. Ensuring the Center is properly staffed.
 - c. Establishing guidelines and procedures for the Center to be reviewed and approved by the Board.
3. Make periodic reports to the Board
4. Prepare and conduct needs and feasibility studies.
5. Develop new programs and services for the Center, at the direction of the Board.
 - a. The Executive Director may delegate this responsibility to other staff members as budget and staffing patterns permit.
6. Seek contracts or agreements for services with the approval of the Board.
7. Prepare and submit an annual report of the center's operations to the Board.
8. Represent the Center at professional functions.
9. Seek funding options for the Center.
 - a. The Executive Director will work with the Board in developing a fundraising plan and implementing the strategies outlined for that plan.
 - b. The Executive Director may delegate this responsibility to other staff members as budget and staffing patterns permit.

STAFFING AND PERSONNEL:

1. Assume responsibility for hiring, supervising, evaluating and terminating staff.
2. Establish a wage/salary for each position, with guidelines established by the Board.
3. Recruit and train volunteers for the Center.
4. Establish a policy and procedures manual for all staff members and volunteers for review and approval by the Board.
5. Establish working schedules for staff and volunteers.

BUDGET AND FINANCES:

1. Annually prepare, operate within and monitor a budget for the Board.
2. Present a budget report to the Board for approval on a regular basis.
3. Seek grant opportunities and arrange for the completion of grant applications for additional funding.
4. Insure that bills and payroll expenses are paid in a timely manner.
5. Recommend salary increases for staff members.
6. Maintain accurate and complete records on all expenditures and insure that all required reports are submitted to granting agencies in a timely manner.
7. Arrange a fiscal audit as needed or requested by the Board.
8. Insure that all paperwork for the non-profit status and incorporation is completed in a timely manner.
9. Insure that all tax statements are completed and submitted in a timely manner.

PUBLIC RELATIONS AND NETWORKING:

1. Maintain regular contact with appropriate local, state and national organizations and agencies which may regulate, benefit or enhance operations of the Center.
2. Attend meetings of such organizations for the purpose of being knowledgeable on current trends, laws, etc.
3. Make presentations and press releases as appropriate to promote the services of the Center.
4. Meet with local and state government officials to keep them apprised of the operations of the Center.

EQUIPMENT AND SERVICE ACQUISITION:

1. Evaluate at least semi-annually the need for additional equipment and seek prices and/or bids on such equipment.
2. Approve the purchase of equipment necessary for the daily operations of the Center.
3. Obtain Board approval on equipment purchases in excess of \$5,000.
4. Ensure that all equipment is properly maintained.
5. Determine what services should be provided by the Center via sub-providers and negotiate details of any contract for the provision of these services with the knowledge and approval of the Board.

6. Maintain a positive, healthy and mutually-beneficial relationship with all the consumers, referral sources and providers in the Center's service area.
7. Ensure that a complete inventory list of all Center equipment is accurately maintained.