



Living Independence For Everyone (LIFE, Inc)
5105 Paulsen St, Suite 143-B, Savannah, Georgia 31405
<http://lifecil.com>

The mission of Living Independence For Everyone, Inc. is to level the playing field for people with disabilities in order to create a world in which EVERYONE can fully participate.

Job Announcement

Executive Director

Living Independence For Everyone, Inc (LIFE), a non-profit Center for Independent Living based in Savannah, GA, is currently seeking qualified applicants for the position of Executive Director.

This position provides executive management and direction for the organization to ensure its day-to-day operations conform to the Articles of Incorporation, by-laws, mission statement and all applicable federal, state and local laws, rules and regulations. The Executive Director reports directly to the organization's Board of Directors.

Primary Functions:

- Plan, implement and maintain appropriate business controls, reports, records and procedures, entirely or through delegation, to ensure the most efficient, effective and financially sound management of the various business activities of the organization.
- Manage budget and insure funds are spent as designated by funding sources and that spending is consistent with overall goals of the organization.
- Maintain positive public awareness of the organization in the community while interacting and developing relationships with other agencies and organizations in the area.
- Develop goals and strategies for yearly plan of operations.
- Work toward achieving goals outlined in the grant proposal in the established time frame.
- Prepare state and federal reports.
- Promote advocacy in the community.
- Seek other funding sources including, but not limited to, grants, fundraising, government and nongovernment
- Develop and conduct performance plans and evaluations for employees
- Facilitate open communication between board, staff, and community.

Qualifications

- Bachelor's Degree preferred with a focus in human services or management related fields
- Demonstrated success in the areas of financial & personnel management, resource development and grant writing.
- Knowledge of and commitment to Independent Living movement and philosophy
- Experience in direct Independent Living services
- Familiarity with federal reporting
- General working knowledge of legislative processes and grass-roots organization principles.
- Ability to train staff and meet deadlines
- Ability to express oneself clearly and precisely, verbally and in writing and to communicate with people on all socioeconomic levels.
- Willingness and ability to travel as necessary
- Qualified persons with disabilities will be sought - Hiring preference to equally qualified applicants with a disability

Well qualified applicants will have good management skills and experience managing a diverse office. He/she will also have knowledge of and experience with issues in the independent living community.

Starting Salary Range \$55,000 to \$65,000 + Benefits

Closing Date: May 27, 2016

Applicants may email resumes and references to Stuart Klugler - stuknicks@aol.com

Mail resumes and references to Mark Schreiber, President, LIFE, Inc Paulsen St, Suite 143-B, Savannah, Georgia 31405

No phone inquiries please