



## **SILC Director**

Georgia State Independent Living Council (SILC)

Location: Georgia (Hybrid/Atlanta-based preferred)

Reports To: SILC Board of Directors

Employment Type: Full-Time- 40 hours a week

Compensation Range: \$55,000 – \$68,000 annually

**Application Deadline: July 3, 2026**

**Anticipated Start Date: September 1, 2026**

## **POSITION SUMMARY**

The SILC Director leads the Georgia State Independent Living Council (SILC) in fulfilling its federally mandated role to advise and support the independent living network and implement the State Plan for Independent Living (SPIL). The SILC Director ensures compliance with federal SILC standards under Title VII, Part B of the Rehabilitation Act; manages day-to-day operations; supervises a small staff of one to two employees; conducts billing and invoicing; and collaborates and cooperates with Centers for Independent Living (CILs) in the joint development, implementation, and monitoring of the SPIL, along with engagement of community partners and state agencies throughout Georgia.

## **FEDERAL SILC STANDARDS ALIGNMENT**

Under Title VII, Part B of the Rehabilitation Act, SILCs are required to:

- Jointly develop, sign, and monitor the State Plan for Independent Living (SPIL).
- Advise and assist the state in coordinating independent living services.
- Monitor, review, and evaluate implementation of the SPIL.
- Coordinate activities with Centers for Independent Living (CILs).
- Ensure the Council remains consumer-controlled (at least 51% individuals with significant disabilities).
- Conduct resource development activities.
- Submit required reports to the Administration for Community Living (ACL).

The Director ensures the Council meets all federal compliance, governance, fiscal, and reporting requirements consistent with these standards.

## **KEY RESPONSIBILITIES**

### **Leadership & Governance**

- Lead implementation, monitoring, and reporting of Georgia's SPIL in partnership with the Board and required state entities.
- Support and advise a consumer-controlled SILC Board.
- Develop board meeting agendas, materials, and policy recommendations.
- Ensure compliance with federal and state open meeting and public input requirements.

### **Federal Compliance & Reporting**

- Ensure compliance with Title VII, Part B of the Rehabilitation Act and ACL guidance.

- Prepare and submit required federal reports and documentation.
- Maintain accurate records of SPIL activities, outcomes, and expenditures.
- Support SPIL development processes, including stakeholder engagement and public input.

## **Financial & Administrative Management**

- Develop and administer the annual operating budget.
- Manage all fiscal operations, including billing, invoicing, contract oversight, and expense tracking for all funding sources, including but not limited to ARC grants, DCA grants, and other state and federal funding streams.
- Ensure accurate grant accounting and timely submission of invoices and required financial reports to funding entities.
- Oversee payroll, vendor payments, and all financial documentation in compliance with applicable federal and state requirements.
- Conduct resource development activities by identifying, pursuing, and securing additional funding opportunities to support SILC initiatives and systems advocacy efforts, in alignment with the State Plan for Independent Living (SPIL).
- Support Centers for Independent Living (CILs) in strengthening and coordinating funding strategies and grant opportunities, without providing direct services, consistent with the SILC's planning, coordination, and advocacy role under Title VII of the Rehabilitation Act.
- Supervise and support a small staff (fewer than two to three employees) and ensure appropriate administrative oversight.

## **Stakeholder & Community Engagement**

- **Collaborates and cooperates with Centers for Independent Living (CILs) across Georgia.**

- Builds partnerships with disability organizations, state agencies, advocacy groups, and community stakeholders.
- Represents SILC in meetings, policy discussions, public forums, and other engagement opportunities at the local, state, and national levels as appropriate.
- Leads and coordinates Georgia Independent Living Advocacy Days at the State Capitol in collaboration and cooperation with Centers for Independent Living (CILs) and other disability partners, consistent with the State Plan for Independent Living (SPIL) and the Independent Living philosophy.
- Engages in systems advocacy related to key disability-related issues, including but not limited to housing, transportation, employment, healthcare access, and community integration.
- Supports systems advocacy consistent with the Independent Living philosophy.

### **Operations & Organizational Management**

- Maintain internal policies, procedures, and administrative systems.
- Ensure accessibility and inclusion in all Council communications and events.
- Oversee human resources functions and organizational compliance for a small staff of two to three (mostly part-time).

### **QUALIFICATIONS**

#### **Required**

- Bachelor's Degree in Public Administration, Social Work, Nonprofit Management, or a related field. This requirement may be waived in lieu of directly related experience.
- Minimum of five (5) years of leadership or management experience.

- Demonstrated knowledge of the Independent Living philosophy and disability rights legislation.
- Experience with federal grant management, budgeting, and reporting requirements.
- Experience managing billing, invoicing, and overall financial oversight.
- Strong organizational, written, and verbal communication skills, with demonstrated stakeholder engagement experience.
- Strong computer proficiency, including experience with financial management systems such as QuickBooks or the ability to quickly learn and adapt to similar accounting, grant management, and reporting platforms, as well as standard business software applications (e.g., Microsoft Office Suite or equivalent platforms).
- Ability to work effectively in both office and remote settings, depending on organizational needs, and maintain productivity in a hybrid work environment.
- Ability to travel within Georgia as needed.
- Lived experience with disability, consistent with the consumer-control philosophy of Independent Living under Title VII, Part B of the Rehabilitation Act.

### **Preferred**

- Familiarity with Georgia's disability services network and state government processes.
- Experience working with Centers for Independent Living or similar statewide councils.

### **COMPENSATION RANGE**

\$55,000 – \$68,000 annually

Benefits include paid time off. Any additional benefit details will be discussed during the interview process.

## **APPLICATION INSTRUCTIONS**

Applicants must submit the following materials to:

gasilcdirector@gmail.com

- Resume
- Cover Letter describing leadership experience, federal compliance background, and understanding of Independent Living philosophy
- Three professional references

**Application Deadline: July 3, 2026**

**Preferred Start Date: September 1, 2026**

**Interviews will take place mid - July.**

## **EMPLOYMENT TERMS**

This is an at-will position and is not intended to create a contract of employment. Employment may be terminated by either the employee or the employer at any time, with or without cause, in accordance with applicable law and Board governance.

## **EQUAL OPPORTUNITY STATEMENT**

The Georgia State Independent Living Council is an Equal Opportunity Employer. Individuals with disabilities and candidates from diverse backgrounds are strongly encouraged to apply.