



Executive Director Position Announcement Riverside California

ABOUT ILP:

We are seeking an entrepreneurial chief executive to build on our exceptional 25 year record of impacting the quality of community and personal life in the communities we serve. The Independent Living Partnership (ILP) is a \$1M+ established, non-profit organization serving low-income, sick, disabled and elderly residents of Riverside County with an innovative volunteer driver mileage reimbursement program. ILP is the parent and creator of the nationally known TRIP Program. Started in 1993, TRIP has provided almost 2 million trips for thousands of County residents who would otherwise not have been able to access needed health and community resources. ILP is assisting other organizations across the country to start and operate their own efficient and cost effective TRIP services.

POSITION OVERVIEW:

The Executive Director (ED) is hired by the Board of Directors (Board) to be the Chief Executive Officer of ILP. The ED is ultimately responsible for the management of all organization programs, the management of all organization fiscal resources, the supervision of all staff, the provision of quality services, and entrepreneurial leadership. This is a full-time, exempt position that is directly accountable and reports directly to the Board through its elected President.

POSITION DUTIES:

Mission, policy and planning: Responsible for the consistent achievement of the ILP mission and financial objectives.

- Helps the Board determine short- and long-term goals.
- Helps the Board monitor and evaluate ILP's relevancy to the community, its effectiveness, and its results.
- Keeps the Board fully informed on the condition of ILP and on all the important factors influencing it.
- Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees; and, facilitates discussion and deliberation.
- Informs the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making. Recommends policy positions.
- Keeps informed of developments in human services, not-for-profit management and governance, philanthropy and fund development.

Community and contracts: Facilitates collaboration between ILP and other public and private agencies.

- Facilitates the integration of ILP into the fabric of the community by using effective marketing and communications activities.
- Acts as an advocate, within the public and private sectors, for issues relevant to ILP, its services and constituencies.
- Listens to clients, volunteers, donors and the community in order to improve services and generate community involvement. Assures community awareness of ILP's response to community needs.
- Serves as chief spokesperson for ILP, assuring proper representation of ILP to the community.
- Initiates, develops, and maintains cooperative relationships with key constituencies.
- Works with legislators, regulatory agencies, volunteers and representatives of the nonprofit sector to promote legislative and regulatory policies that encourage a healthy community and address the issues of ILP's constituencies.

Management and administration: Promotes a community-building and culturally-competent climate that attracts, retains, and motivates top quality staff and volunteers.

- Provides general oversight of all ILP activities, manages the day-to-day operations, provides staff training, and assures a smoothly functioning, efficient organization.
- Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- Assures a work environment that recruits, retains and supports quality staff and volunteers. Assures process for selecting, development, motivating, and evaluating staff and volunteers. Recommends staffing and financing to the Board of Directors. In accordance with Board action, recruits personnel, negotiates professional contracts, and sees that appropriate salary structures are developed and maintained.
- Specifies accountabilities for management personnel (whether paid or volunteer) and evaluates performance regularly.

Financing: Oversees the adequacy and soundness of ILP's financial structure and operating budget and works with the Board and key staff to develop fundraising goals and raise new funds for programs, capacity-building, and increasing ILP's assets .

- Promotes programs and services that are produced in a cost-effective manner, employing economy while maintaining an acceptable level of quality.
- Oversees the fiscal activities of the organization including budgeting, reporting and audit.
- Assumes lead role and works with Board to ensure financing to support short- and long-term goals.
- Assures an effective fund development program by serving as the chief development officer.
 - Helps guide and enable the Board, its fund development committee(s) and its individual Board members to participate actively in the fund development process.
 - Helps the Board and its development committee design, implement and monitor a viable fundraising plan, policies and procedures.
 - Participates actively in identifying, cultivating and soliciting donor prospects.
 - Assures the availability of materials to support solicitation.
 - Assures the development and operation of gift management systems and reports for quality decision-making.

Board: Provides information and support that enable the Board to fulfill its responsibilities.

- Acts as primary staff liaison with the Board.
- Helps the Board articulate its own role and accountabilities and that of its committees and individual members, and helps evaluate performance regularly.
- Works with the Board President / Chair to enable the Board to fulfill its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members.
- With the Board President / Chair, focuses Board attention on long-range strategic issues.
- Manages the Board's due diligence process to assure timely attention to core issues.
- Works with the Board officers and committee chairs to get the best thinking and involvement of each Board member and to stimulate each Board member to give his or her best.
- Recommends volunteers to participate in the Board and its committees.

Facilities and infrastructure: Ensures that ownership, leases, and maintenance of ILP's facilities follow all legal, regulatory, contract, and loan compliance.

Other: The ED will perform additional duties as directed by the Board.

QUALIFICATIONS:

Master's Degree in business management or equivalent combination of education and experience with demonstrated real-world skills in marketing and finance. The candidate we select will possess:

1. A passion for supporting the empowerment of sick, disabled and elderly
2. Developed ability for critical thinking
3. Demonstrated grant writing and administrative skills
4. Demonstrated business development skills; public relations, marketing and sales expertise
5. Exceptional written and public speaking skills
6. Outgoing personality able to forge partnerships and friendships
7. Self-starting and hard working
8. Developed computer skills; media software (audio and video) skills, a plus
9. Accounting proficiency
10. Media software (audio and video) skills, a plus
11. Graphic design skills, a plus
12. Human relations skills, a plus

COMPENSATION:

Salary begins at \$70,000 with unlimited opportunity for growth. ILP offers a comprehensive benefits package.

TO APPLY:

Please mail your resume and cover letter to: Search Committee, Independent Living Partnership, 6235 River Crest Drive, Suite C, Riverside CA 92507-0758. Specify how you learned about this position in the cover letter.

Position is open until filled; applications will be reviewed on a rolling basis. For more information about the Independent Living Partnership, please visit ILPconnect.org

The Independent Living Partnership is an equal opportunity employer. All qualified applicants are encouraged to apply.