

The Multi-Cultural Independent Living Center of Boston (MILCB)

329 Center Street
Boston, MA 02130

Full-time Executive Director Position

SUMMARY:

The Executive Director oversees the administrative, financial, communications, team and community programs at MILCB while promoting the independent living philosophy.

DUTIES & RESPONSIBILITIES:

- 1) ***Programs Service & Delivery*** – Oversees the quality and delivery of all programs and services
- 2) ***Financial & Facilities Management*** – Coordinates with accountant to manage operational budget, negotiate contracts, manage risk, and prepare & submit scheduled reports on time
- 3) ***Human Resources*** – Manages and provides guidance to all MILCB staff & volunteers using approved personnel policies, state & federal laws and regulations
- 4) ***Team Coordination***– Provides weekly team meetings, advocacy & team building opportunities
- 5) ***Board of Directors*** – Provides administrative support, strategic planning & status reports at BOD Meetings and other related tasks as requested

REQUIRED QUALIFICATIONS:

- Knowledge of, and commitment to the Independent Living Philosophy
- Bachelors Degree in Business Administration, Disability Studies, Human Services or related field.
Note: Lived & work experience may be substituted for a Bachelors degree
- Minimum of four years management experience
- Ability to write grants and fundraise
- Effective written and oral communication skills
- Ability to hire & supervise staff in accordance with personnel policies & procedures
- Represents MILCB's interests with ILCs, governmental and community-based organizations
- Ability to present to both small and large groups
- Relate to diverse groups and understanding of Cultural Competency Standards
- Travel required to meetings, forums and conferences

PREFERRED QUALIFICATIONS:

- Person with lived experience of a disability and/or multicultural background
- Previous managerial experience of 4 years
- Previous experience with community-based or Independent Living Center services

**** Salary Negotiable & Responses Due May 31, 2017****

