



## Freedom Center for Independent Living, Inc.

400 North Broad St. Middletown, DE 19709

T (302) 376-4399 • TTY (302) 449-1487 • F (302) 376-4395

www.fcilde.org

**Position:** Executive Director

**Reports to:** Board of Directors

**Classification:** Exempt: Full-Time

**Annual Salary:** \$40,000 – \$45,000 (based on experience), attractive benefits package

### **Organization:**

Freedom Center for Independent Living (FCIL) is a consumer-controlled, community-based, cross-disability, **non-residential**, private nonprofit agency that provides the following core independent living services:

- Information and Referral;
- Independent Living Skills Training;
- Peer Support;
- Individual and Systems Advocacy;
- Services that facilitate transition from nursing homes and other institutional settings to the community, provide assistance to those at risk of entering institutions to circumvent that outcome; and
- Facilitate transition of youth to postsecondary life.

Founded in 2000, FCIL (a non-residential organization) serves Delawareans with disabilities and their family members, the professionals that serve them, and the community at large. Under the auspices of the Administration for Community Living (ACL), independent living programs are supported through funding authorized by the Rehabilitation Act of 1973. Independent living can be considered a movement, a philosophy, or a group of core programs that “promote a philosophy of independent living driven by the key principles of consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy, in order to maximize the leadership, empowerment, independence, and productivity of individuals with disabilities, and their integration and full inclusion into the mainstream of American society.”

### **Qualifications:**

- Bachelor’s degree in administration/business, social work or a related field, **or** relevant experience;
- Experience in a management position, preferably for a non-profit organization, that includes financial management, non-profit accounting, budgeting and resource allocation, supervision of staff; marketing and outreach, and program development;
- Understanding of Independent Living philosophy, and person-centered planning;
- Working knowledge of the disability issues, policies, entitlement programs, regulations and relating laws pertinent to persons with disabilities;
- Strong interpersonal skills;
- Effective oral and written communication skills;
- Ability to work independently as well as interact effectively within a team environment;
- Exhibit a high degree of ethics and integrity.

### **Overall Responsibilities:**

- Provide leadership in the practical, professional and financial development and growth of the Freedom Center by achieving the goals established by its Board of Directors, the organization’s mission, and requirements set forth by the federal government.
- Responsible for maintaining Federal Regulations and reporting to federal and/or other grantors

yearly.

- Establish mechanisms to solicit input from the constituency and community partners, and research of best practices for the development of an annual strategic plan for the Center in collaboration with the Board.
- Ensure that a comprehensive, accurate budget and subsequent modifications are developed annually and presented to the Board of Directors for review and approval.
- Develop and administer policies and procedures as well as a management plans to ensure competent performance in all areas of Freedom Center's operation including the delivery of the 5 core services of Independent Living.
- Ensure compliance with federal guidelines for operating a Center for Independent Living, and effectively interface with state liaisons.
- Develop and deliver presentations and prepare articles for publication.
- Establish and implement a plan to increase community awareness of the Center's programs and services.
- Seek new grants/income.
- Maintain contact with state and federal officials responsible for the oversight of the programs and services provided by Freedom Center to assure a current knowledge of and response to emerging trends, directions and changes.
- Establish management systems to monitor Freedom Center's programs and services and assure they are of the highest quality, have the appropriate level of staffing, and staffed by competent professionals, paraprofessionals and support personnel while conforming to Freedom Center's mission and philosophy as well as applicable local, state and federal laws, rules and regulations.
- Establish, maintains and implement a staff development program that will promote the personal and professional growth and development of Freedom Center's staff and volunteers.

Interested candidates are requested to email, fax or mail a cover letter, resume and three letters of reference. Resumes will be accepted until position is filled.

Raetta McCall, Chairperson, Board of Directors  
Freedom Center for Independent Living  
400 North Broad Street, Middletown, DE 19709  
EMAIL ADDRESS: [rmccall@fcilde.org](mailto:rmccall@fcilde.org) FAX: 302-376-4395  
**NO PHONE CALLS PLEASE**

**FICIL is an EQUAL OPPORTUNITY EMPLOYER that recruits and hires qualified candidates without regard to race, religion, sex, sex orientation, age, national origin, ancestry, citizenship, disability or veteran status. People with disabilities are strongly encouraged to apply. Include request for interview accommodations in your cover letter.**