

## Silicon Valley Independent Living Center Executive Director

***The Board of Directors is seeking an experienced, energetic, and highly visible leader who will champion systemic change for people living with disabilities. This individual must also be a bold and effective fundraiser, capable of securing the resources needed to drive innovation and expand the organization's independent living services.***

The [Silicon Valley Independent Living Center](#) (SVILC) is a dynamic, community-driven nonprofit empowering people with disabilities to live boldly, independently, and on their own terms. Founded in 1976, SVILC began as a bold, grassroots effort led by people with disabilities determined to shape their own futures. Built on the principle of consumer control and powered by community voices, SVILC was created not just to provide services, but to spark change. More than a [service provider](#), SVILC is a disability justice organization that is peer-led and run by and for people with disabilities; it champions self-advocacy, personal empowerment, and full participation in the community. SVILC works at both the individual and systems levels, supporting residents directly while advocating for policies that expand equal access, opportunity, and inclusion for all.

Serving disabled residents of Santa Clara County – including seniors with disabling conditions – SVILC connects individuals to the tools, resources, and peer support they need to thrive every day, including: information and referrals to critical services, emergency services, benefits support, assistive technology, independent living skills, community transition programs, case management, peer support, housing services, and advocacy.

The organization has an operating budget of \$4.2M of which approximately 80% comes from government grants. Joining a team of 26 employees, the Executive Director directly supervises two managers (Director of Programs and Director of Finance and Business). SVILC is governed by an eight-member Board of Directors. The majority of staff and Board members identify as having a significant disability.

Reporting to the Board of Directors, the Executive Director will provide overall leadership and management to SVILC, including strategic planning, program development and implementation, fund development activities, financial oversight, and day-to-day administration to ensure long-term stability and impact. The Executive Director will serve as a strong and visible advocate for people with disabilities as the organization's primary liaison and public representative with government agencies, elected officials, funders, corporations, media, and community partners.

### **THE POSITION**

Core responsibilities include the following:

#### LEADERSHIP

- Manage all aspects of SVILC including planning, development, implementation, financial stability, and administration of the organization.
- Ability to maintain an organizational climate that attracts, retains, motivates and develops a multi-cultural, diverse, high-quality staff and Board; create an environment that embraces collaboration, openness, accountability, and diversity of opinion; communicate clearly and effectively to staff and Board.
- Ability to guide and lead an inclusive, organization-wide strategic planning process that actively engages the Board, staff, consumers, community partners, and key stakeholders; facilitate meaningful input through listening sessions, data review, and community feedback to ensure diverse perspectives shape the organization's direction; define priorities,

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measurable goals, timelines, and accountability measures; ensure the plan aligns with SVILC's mission, values, and community needs while positioning it for long-term sustainability, growth, and impact.

- Develop productive working and high-touch relationships internally, within the community, external committees/members, funders, and partners.

### GENERAL MANAGEMENT, FINANCE, AND ADMINISTRATION

- Ability to ensure that day-to-day operations and programs are professionally and efficiently organized and administered; ensure proper administration of contracts, including compliance with relevant employment laws and other legal requirements.
- Provide direct supervision, management, support, and evaluation to executive management team members.
- Effectively manage SVILC's human resources according to Board authorized personnel policies and procedures that fully conform to current laws and regulations; assess financial/other impacts of wage and salary analysis and provide recommendations to Board.
- With the Director of Finance and Business, maintain the organization's fiscal health; ensure that the organization adheres to a sustainable financial plan based on a Board-approved annual budget in accordance to current laws and regulations; ensure that financial performance positively tracks budget and operating plans; foster an atmosphere of transparency and accountability in matters relating to the organization's financial condition, including compliance with federal nonprofit principles and best practices (including 990 rules); oversee preparation of the annual single audit and 990 tax forms; select CPA for audit with Board approval.
- Ensure agency staff, consumer, and visitor safety as well as compliance with emergency operations and continuity of operations.

### ADVOCACY, COMMUNITY RELATIONS, AND COMMUNICATIONS

- Oversee the development, evaluation, and strategic direction of all organizational advocacy initiatives; serve as a systems-level advocate for the disability community by building and maintaining strong partnerships with government agencies, community organizations, consumer groups, and social service providers; act as the public representative of the organization within the broader community and among peer organizations.
- Expand the public's understanding of SVILC's work through a communications strategy; ensure that the mission, values, impact, and stories are consistently and effectively conveyed through various communication outlets.
- Actively represent SVILC and broader disability community on boards, commissions, committees, and ad hoc task forces.

### PROGRAMS

- With the Director of Programs, oversee the direction, funding, design, marketing, promotion, delivery, and quality of SVILC's programs and services; ensure all programs and services are in line with IL philosophy and organizational mission/vision/values; recommend new programs and modifications in existing programs, as needed.
- Continually evaluate existing programs and seek ways to improve efficiency without compromising quality; define the impact that SVILC can have in addressing unmet community needs and gaps in service.

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- Seek opportunities to develop partnerships and referring relationships with other nonprofits.

### FUNDRAISING AND GRANTS MANAGEMENT

- Collaborate closely with a grant writer (as needed), Director of Programs, and Director of Finance and Business to develop and submit competitive proposals for all funding needs including the planning and execution of all fund development activities and the management of federal, state, and local grants and contracts.
- Collaborate with management team to identify funding needs, research new opportunities, cultivate funder relationships, develop proposal strategies, and ensure effective grants management and accurate recordkeeping.
- Working with the Board, drive individual and institutional major gift solicitations as well as planned giving solicitations from individuals, corporations, and foundations.

### BOARD RELATIONS

- Become familiar with and follow SVILC's governance policies; develop, recommend, and implement policies; communicate program goals and objectives and SVILC's financial health to the Board; provide ongoing communication to the Board on critical matters.
- With the Board Chair and Executive Committee, coordinate the efforts of regular and ad hoc committees; develop Board meeting agendas, schedules, retreats, and other activities; ensure that committees achieve objectives; encourage Board members' appropriate involvement in SVILC's range of activities.
- Assist the Board in identifying and recruiting Board members whose talents, backgrounds, commitment, and interests are congruent with the needs and mission of SVILC.

### FIRST YEAR PRIORITIES

In the first year, success will be evaluated on the following activities:

- Continued advocacy emphasis and pressure to extend [Home Safe](#) Funding beyond 2027;
- Continued emphasis on ADRC development in order to qualify for state certification and have the ability to advocate for funding at the legislative level;
- Identify, cultivate, and solicit new unrestricted funding for program expansion;
- Launch 3-year strategic planning process; operationalize and begin execution.

### **QUALIFICATIONS AND CHARACTERISTICS**

The Executive Director will be an experienced leader with a professional and/or personal connection to individuals who are living with disabilities and a track record of being an effective and visible systems change advocate. Other preferred qualifications and characteristics include:

- A mission-driven individual with a belief in SVILC's mission who is sensitive and committed to breaking systemic and individual barriers affecting those with disabilities.
- Proven senior-level managerial and operational experience, problem solving, and financial experience in the nonprofit or public sector.
- Experience in evolving an organization while safeguarding the quality of services; demonstrated ability to build and align essential resources including institutional and individual funding support, administrative infrastructure, and talent acquisition; demonstrated track record of implementing growth strategies that include organic growth,

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focused programmatic changes, and new services; a history of managing different types of organizational change.

- A track record in attracting financial support from individuals, government sources, foundations, and businesses; outstanding oral and written communication skills, including excellent public speaking skills for formal and extemporaneous presentations.
- Demonstrated experience as an advocacy or community builder; ability to develop effective, productive relationships with government agencies, politicians, businesses, nonprofits, community leaders, and advocates from a variety of communities; experienced facilitator and catalyst for new ideas.
- Decisive and resourceful with organizational sensitivity to gain the support and confidence of the Board and staff at all levels; a team builder and collaborator who is confident, competent, and strongly skilled in management and leadership; one who trusts and empowers the management team and understands the subtleties of recruiting, motivating, directing, and retaining a diverse group of personalities with different work styles.
- A grounded visionary and lifelong learner who can see the real-world needs and barriers for disabled individuals based on data and trends and shape programs that are effective, highly leveraged, and sustainable.
- An individual with outstanding human qualities; one who is straightforward, shares information easily, listens as well as offers advice, and respects the abilities of others; someone who imparts trust and integrity and guides others in a similar vein.
- An individual with a sense of humor and an ability to maintain balance and perspective.
- Bachelor's degree or equivalent experience in business, public administration, social work, or similar.

SVILC is an equal opportunity employer. People with disabilities, members of other marginalized communities, and those with personal experience with disability are highly encouraged to apply.

The compensation range for this position is \$150,000 - \$170,000.

**Benefits:**

- 100% fully paid health and dental insurance
- 401K pretax contribution (no employer match)
- 16.5 hours of accrued vacation monthly (available after successful probationary period)
- 21 days of annual paid personal/development leave
- 49 hours of annual paid sick leave
- 12 paid holidays annually
- \$50 monthly stipend for home internet/cell phone use

For more information please contact:

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