

Want Ad

Executive Director for small non-profit organization. Provides leadership, coordination and administrative support to the board of directors of a governor appointed Council.

Minimum qualifications: Six (6) years of relevant experience working with volunteer boards and people with disabilities, as well as demonstrated skills in administration. A Bachelor's degree and three years of management experience, or a Master's degree and two years of management experience may be substituted.

Demonstrated skills and commitment to work with cross-disabilities, in multicultural populations. Working knowledge of the Rehabilitation Act and the Americans with Disabilities Act, disability rights and Independent Living philosophy. Working knowledge of legislative and rule-making process and system advocacy desirable. Strong communication (written and verbal) and interpersonal skills. Demonstrated knowledge of various software applications and procedures of non-profit agencies.

Understanding of federal, state and non-profit laws regarding finances. Ability to implement general accepted accounting procedures in setting up and monitoring a non-profit business.

Ability to develop, write and implement grants. Working knowledge of Roberts Rules of Order and how to assist volunteering council members in conducting productive meetings.

Qualified applicants need to send a typed cover letter and detailed resume that outlines specifics of how they meet each requirement including a detailed employment history with full names of employers, description of duties and responsibilities, position titles and names and phone numbers of supervisors. Include three letters of recommendation dealing with character of applicant and knowledge of their ability to perform the duties of position of Executive Director. Salary commensurate with experience.

Persons with disabilities encouraged to apply. Submit to Statewide Independent Living Council of Hawaii 111 Hekili St. PMB 232 Suite A Kailua, HI 96734 Attn. Search Committee. By October 4, 2006. Please do not call.