

## **WE'RE HIRING: EXECUTIVE DIRECTOR OF CFILC**

### **Lead California's Disability Advocacy Network into the Future**

The California Foundation for Independent Living Centers (CFILC) is seeking a dynamic, visionary, and values-driven Executive Director to lead a statewide movement grounded in the Independent Living philosophy—where people with disabilities define and lead the change they seek.

#### **POSITION DETAILS**

Location: Sacramento, CA

Salary Range: \$135,000 to \$150,000

Apply by: Rolling basis – priority deadline June 23, 2025

Learn more: [www.cfilc.org](http://www.cfilc.org)

Apply to: Christine Griffin at [cgriffin@benderconsult.com](mailto:cgriffin@benderconsult.com)

Subject Line: CFILC Executive Director Search

#### **POSITION OVERVIEW**

The California Foundation for Independent Living Centers (CFILC) is a membership-based organization which operates within an Independent Living (IL) framework. The IL philosophy places a sharp focus on self-determination, and the concept that people with disabilities are the best and most knowledgeable experts regarding their own needs.

Independent Living Centers (ILCs), as well as other disability-centered organizations, form a coalition that relies on CFILC to serve as the statewide network's advocacy body.

Under the direction of the Chair of CFILC, the Executive Director implements the policies of the board, and communicates the vision, mission and goals of CFILC to ILC staff, legislators and public policy makers as well as other organizations. The Director promotes full participation of ILCs and other disability organizations in the activities of CFILC; ensures effective flow of communication between all members, coalitions and community partners, etc.; monitor budgets; leads CFILC management team; is responsible for organizational fund development; and facilitates the achievement of CFILC's annual strategic planning goals.

#### **WHY THIS ROLE MATTERS**

CFILC is California's leading voice for Independent Living Centers (ILCs), empowering a network that advances disability rights, inclusion, and systemic equity. With a \$9M+ budget, statewide influence, and powerful partnerships across government and community sectors,

CFILC needs a leader ready to shape public policy, inspire the disability community, and build sustainable growth.

### **POSITION RESPONSIBILITIES**

- Supervises the CFILC Staff of about 15.
- Manages \$2 Million Operational Budget.
- Manages \$7 Million Pass-through Funds Program Budget.
- Coordinates 25 Member Trade Association.
- Communicates and implements board policies throughout the organization.
- Serves as liaison with the leadership of our government & private non-profit partners: Department of Rehabilitation, California Department of Aging, Office of Emergency Services, Department of Developmental Services, Public Utilities Commission, State Independent Living Council, California Commission on Aging, State Council on Developmental Disabilities, California Committee on Employment of People with Disabilities, and others.
- Represents CFILC on multiple statewide committees, such as Master Plan for Aging Steering Committee and the Disability and Aging Community Living Advisory Committee.
- Maintains partnerships with other statewide disability and aging policymakers: DRC, DREDF, C4A, and others.
- Represents the IL Community with healthcare providers – managed care (MediCal, Medicare) & other healthcare stakeholders.
- Serves as the chief organizational spokesperson on advocacy issues and communicates with statewide stakeholders, including policymakers.
- Cultivates and nurtures relationships with potential funders and oversees the development and submission of foundation, corporate and governmental grants and contracts.
- Develops and implements a strategic development plan for the sustainability and expansion (to serve more Californians with disabilities) of the California IL network.
- Effectively manages CFILC's human resources according to Board authorized personnel policies and procedures that fully conform to current laws and regulations.
- Responsible for developing and monitoring Operational & Total funding Budgets.
- Assists in the planning and facilitation of CFILC statewide meetings.

### **POSITION QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills and ability desired for the position. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the position.

- Minimum five years executive level experience in managing a board-governed non-profit organization.
- Bachelor's degree or equivalent experience.
- Preferred Master's level degree in disability or management-related field.
- Demonstrated ability to represent the interests of a marginalized intersectional community.

- Must show a commitment to the empowerment of Independent Living Centers and persons with disabilities to create a more accessible community.
- Must have a demonstrated history of securing funding from a variety of sources including private, government and corporate funders.
- Ability to clearly develop and articulate public policy positions and information regarding both issues affecting people with disabilities as well as the California Independent Living Centers.
- Ability to communicate in written and oral modes concisely, completely and effectively.
- Ability to facilitate communication between and among the membership as well as the various groups that make up the state-wide disability community.
- Ability to engage, advocate and build consensus with individuals who have diverging positions from CFILC core values and/or policies.
- Ability to communicate with people with various disabilities.
- Ability to work with a large membership and facilitate conflict resolution.
- Ability to work as a member of a team. Expected to work effectively with co-workers and others by sharing ideas in a constructive and positive manner: listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables, and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions.
- Knowledge of, and commitment to, the concepts/philosophy of Independent Living and consumer empowerment.
- Knowledge of, or ability to acquire knowledge of, relevant stakeholders in disability issues (e.g., consumers, non-ILC organizations, ILC organizations, legislators, and state agencies).
- Knowledge of disability laws on the state and federal levels and legislative bill and budget processes.
- Ability to lead a strong comprehensive fund development strategy that includes grant writing, events planning, annual campaigns, membership campaign, electronic fundraising, direct ask, endowment, and capital campaigns.
- Ability to exercise initiative, ingenuity and sound judgment in workload coordination and technical matters.
- Ability to operate in an electronic office environment.
- Ability to delegate responsibilities and monitor completion of tasks.
- Knowledge of, and ability to comply with, non-profit business practices.
- Ability to arrange necessary transportation which must be maintained throughout employment.

#### **PREFERRED QUALIFICATIONS:**

- Lived experience as a person with a disability
- Program development and management experience in an Independent Living Center or other disability-related, grass roots agency.
- Competent bilingual skills in a threshold language or in ASL.

## WHY YOU SHOULD APPLY

- ◆ Be the leading voice of a powerful network
- ◆ Influence policy at the highest levels
- ◆ Work alongside grassroots leaders and state agencies
- ◆ Make real impact on equity, inclusion, and independent living
- ◆ Join an organization that champions accessibility, inclusion, equity and disability leadership
- ◆ **NOTICE: CFILC is not connected in any way to residential facilities known as Independent Living or Assisted Living.**

## HOW TO APPLY

- ◆ Applications will be accepted until the position is filled. Applications will be reviewed as they are received. Serious candidates should submit applications, on or before, June 23, 2025. Applications should contain a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position. Email to Christine Griffin, [cgriffin@benderconsult.com](mailto:cgriffin@benderconsult.com) with **CFILC Executive Director Search** in the subject line. Please include how you heard about the search. Only a select number of highly qualified individuals will be invited to participate in a formal interview process. This is a confidential process and will be handled accordingly throughout all phases of the recruitment and selection process.
- ◆ CFILC has retained the executive search firm and certified disability-owned business enterprise, Bender Consulting Services, Inc. to conduct this search, [www.benderconsult.com](http://www.benderconsult.com).
- ◆ CFILC is an equal opportunity employer. Qualified individuals with disabilities are strongly encouraged to apply. CFILC provides reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position. Please notify us if you need a reasonable accommodation for any part of the application and hiring process.