

Executive Director Position Description

Missouri Centers for Independent Living (MOCIL)

MOCIL provides practical assistance for people with disabilities, to give them meaningful options for their own care and to promote independent living in their communities. MOCIL represents the 21 member Centers for Independent Living serving the 114 counties across Missouri working with people that have disabilities to determine their needs and offer services to help them reach their “Independent Living” goals.

Position Summary

The Executive Director serves as the chief executive officer of the Missouri Centers for Independent Living (MOCIL) and is responsible for advancing the organization’s mission through strategic leadership, advocacy coordination, coalition building, organizational management, membership engagement, and resource development.

Reporting directly to the Board President and working in partnership with the Board of Directors and member Centers for Independent Living, the Executive Director implements the strategic direction and legislative priorities established by the membership and Board. The Executive Director serves as the primary representative of MOCIL and works to strengthen Missouri’s independent living network, promote disability rights, develop strategic partnerships, and secure resources that advance independent living services throughout the state.

This is a statewide leadership position requiring regular travel throughout Missouri and frequent travel to Jefferson City during legislative sessions.

Essential Duties and Responsibilities

Strategic Leadership and Organizational Management

- Lead the implementation of MOCIL’s strategic plan and organizational priorities.
- Develop annual work plans, objectives, and performance measures aligned with Board direction.
- Support and strengthen governance through effective collaboration with the Board of Directors and committees.
- Prepare reports, recommendations, and information necessary for Board decision-making.
- Manage day-to-day operations of the organization.
- Develop organizational systems, policies, and procedures that support sustainable growth.
- Build organizational capacity, including supervision of future staff as authorized by the Board.

- Work with and help support / coordinate MOCIL Best Practices groups and other committees.

Public Policy and Advocacy Coordination

- Implement legislative and public policy priorities established by the membership and Board of Directors.
- Maintain a strong presence in Jefferson City during legislative sessions and throughout the year.
- Develop productive relationships with legislators, state agencies, policymakers, and key stakeholders.
- Coordinate advocacy efforts among Missouri Centers for Independent Living and disability partners.
- Monitor legislation, regulations, and policy developments impacting people with disabilities and independent living services.
- Prepare policy briefs, legislative updates, position statements, and advocacy materials.
- Facilitate member engagement in advocacy initiatives and public policy activities.
- Represent MOCIL in meetings, hearings, and public forums as directed by organizational priorities.

Coalition Building and Stakeholder Engagement

- Foster collaboration among Missouri's Centers for Independent Living.
- Build and maintain strategic partnerships with disability organizations, advocacy groups, government agencies, healthcare systems, and community organizations.
- Convene stakeholders around issues impacting people with disabilities.
- Promote cross-disability collaboration and systems change efforts.
- Represent MOCIL within statewide and national networks and coalitions.

Membership Engagement and Association Development

- Maintain strong relationships with member Centers for Independent Living.
- Facilitate communication and collaboration among members.
- Ensure members remain actively engaged in organizational priorities and decision-making.
- Assess member needs and identify opportunities to strengthen services and supports provided through MOCIL.
- Increase awareness of MOCIL's mission, impact, and value among members and stakeholders.

Resource Development and Sustainability

- Identify and pursue grants, sponsorships, contracts, and other funding opportunities.
- Develop and implement strategies to diversify organizational revenue.
- Cultivate relationships with foundations, government agencies, and funding partners.

- Prepare or oversee grant applications, funding proposals, and grant reporting requirements.
- Support long-term organizational sustainability and growth.

Conference and Event Leadership

- Collaborate with designated committees to plan and implement MOCIL's annual conference and other statewide events.
- Coordinate conference logistics, sponsorship development, programming, and stakeholder engagement.
- Support educational and professional development opportunities for members.

Qualifications

Required Qualifications

- Bachelor's degree in Public Administration, Public Policy, Nonprofit Management, Social Work, Political Science, Disability Studies, or related field; equivalent experience may be substituted.
- Minimum of five years of leadership experience in nonprofit management, advocacy, public policy, disability services, government relations, or a related field.
- Demonstrated experience building partnerships, coalitions, and collaborative initiatives.
- Experience working effectively with boards of directors and volunteer leadership.
- Strong written, verbal, facilitation, and public speaking skills.
- Ability to travel statewide and attend meetings in Jefferson City as required.
- Valid driver's license and ability to travel independently.

Preferred Qualifications

- Knowledge of Independent Living philosophy and the disability rights movement.
- Experience with Centers for Independent Living.
- Knowledge of Missouri legislative and governmental processes.
- Experience in advocacy, public policy implementation, or government relations.
- Grant writing, fundraising, or resource development experience.
- Lived experience with disability or extensive experience working within the disability community.

Core Competencies

- Strategic Leadership
- Relationship Building
- Coalition Development
- Public Policy and Advocacy
- Organizational Development
- Facilitation and Consensus Building
- Financial Stewardship

- Project Management
- Communication and Public Speaking
- Resource Development

Compensation and Benefits

- Full-time, exempt position.
- Starting salary: Approximately \$85,000 annually, commensurate with experience.
- Statewide travel required.
- Benefits as established by MOCIL policy.

Reporting Relationship

The Executive Director reports directly to the Board President and is accountable to the MOCIL Board of Directors for organizational performance, strategic plan implementation, and achievement of organizational goals.