



## Independent Living Canada

Founded in 1986, Independent Living Canada (IL Canada) is the national umbrella organization, representing and supporting a network of 24 IL Centres across Canada. IL Canada promotes the Independent Living Philosophy of self-determination and control over one's own life as independent persons with a disability.

**Position:** National Executive Director, Full time

**Responsible to:** IL Canada Board of Directors

**Positions Supervised:** All staff, project coordinators

Salary: \$78,000.00 per year

Benefits:

- Virtual work with some in-person requirements within Canada
- 4 weeks vacation must be taken annually (no carry over)
- Compassionate/Caregiver leave (annually)
- Medical leave (sick days – no carry over)

Schedule:

- 37.5 hours/week
- Monday to Friday, but may require some weekend availability
- Travel will be required

## POSITION SUMMARY

The National Executive Director is responsible for providing leadership and management to the national independent movement and centres in delivering the strategic directions established by the Board of Directors ("Board"). The National Executive Director (NED), in partnership with the Board of Directors, will be a strategic leader providing clear vision and long-term direction aligned with IL Canada's mission, values, and strategic goals, and will work collaboratively with the Board of Directors to establish priorities and drive systemic change in support of people with disabilities. The National Executive Director (NED) will lead national planning efforts and ensure alignment across regional and organizational initiatives.

They will be able to demonstrate success in leadership and experience supporting a Board of Directors in its governance role. The NED will represent IL Canada and act as principal liaison

with various constituencies including agencies, governments, donors, sponsors and volunteers. This leadership role inspires an environment of excellence and accountability for the activities and results of all the operations of IL Canada that are consistent with Independent Living Canada's Mission and Vision.

**The following are key areas of focus for the National Executive Director.**

- Leadership
- Strategic Planning & Financial Management and Special Projects
- Operations Management
- Board Communications & Policy Development
- Proposal and Grant Writing
- Fundraising experience
- Stakeholder Management
- Support the management team of all IL Centres
- Act as the national spokesperson for IL Canada, representing the organization in media, public forums, and policy discussions.
- Advance disability rights and Independent Living principles through advocacy at the federal level and in partnership with other disability organizations.

#### **QUALIFICATIONS:**

It is desirable for the successful candidate to have knowledge and familiarity with disability, inclusion, and accessibility. The ideal candidate will have lived experience of disability, successfully led other not for profit associations and experience with revenue diversification. The successful candidate should have a demonstrated knowledge of the Independent Living movement and a commitment to the Independent Living philosophy.

- Must be PWD (person with a disability) or have lived experience
- Post-secondary degree in Business; Social Services, Social Sciences, Public Policy, or related field
- Bilingual (French and English) preferred, or become fully bilingual within two years
- Minimum 2 years work within not for profits
- Minimum 2 years' experience of work with a Board of Directors and understanding of a governance versus an operational board
- Experience leading a small team independently
- Demonstrated organizational, leadership and management ability
- Strong business acumen with experience managing a diverse budget over a million dollars
- Excellent and clear communicator who loves getting out in the community and building a positive network
- Proficient computer skills to include MS office suite, Project Management, and virtual platforms
- You must be able to articulate how your education and experience will benefit the position directly
- Must be a Canadian citizen or have permanent resident status

**How to apply:**

Independent Living Canada supports the Government of Canada's Employment Equity Act. We encourage applications from the employment equity designated groups: women, Indigenous peoples, persons with disabilities, and members of visible minorities. IL Canada also supports creating and sustaining a workplace that is equitable and inclusive of the LGBTQ2S+ community and other equity-seeking groups.

Please submit to: [hr@ilc-vac.ca](mailto:hr@ilc-vac.ca)

Submit a well authored accessible cover letter with your detailed resume to [hr@ilc-vac.ca](mailto:hr@ilc-vac.ca) Your application will not be considered without a cover letter. Your cover letter will demonstrate your understanding of this posting and ability to communicate effectively.

Submission deadline: October 10, 2025 or until a suitable candidate can be found.