



The Resource Network for Kansans with Disabilities

InterHab is a statewide, nonprofit organization that expands opportunities for Kansans with intellectual and developmental disabilities through support of community-based organizations.

Recruitment Profile for Position of Executive Director

**More information about the organization can be found at:
www.interhab.org**

**For additional information, please contact:
Executive Director Recruitment Advisor
Marla Flentje
316-250-1344**

**Qualified persons are invited to apply by the deadline of
September 10, 2018**

Please send cover letter highlighting preferred qualifications, resume and salary history in a single integrated file to:

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Recruitment Profile for the Position of InterHab Executive Director

The InterHab Board of Directors seeks an Executive Director with the vision, leadership capacity and public policy expertise to sustain the long-standing success and advocacy effectiveness of the organization.

This Profile provides information to potential candidates about the organization and its opportunities and challenges, the people and agencies it serves, duties and qualifications established for the position, preferred qualities for the new Director, and the recruitment process.

I. Organizational Mission, Governance, Services and Resources

InterHab expands opportunities for Kansans with intellectual and other disabilities by supporting organizations through training and proactive advocacy.

The roots of the InterHab organization date back to the 1960s during the social and political movement to extend civil rights to people of color and minority ethnic origins, women, and persons with disabilities. For those with disabilities and their families in Kansas, it was a time of profound discrimination and isolation, but also the beginnings of state deinstitutionalization, rising public investment in community services and the emergence of mobilized grassroots advocacy.

In 1969 during this era of emerging disability activism, InterHab (originally named KARF) was formed. The founding community service professionals, in alliance with advocacy-skilled families and their ARC organizations, soon became the predominant voice representing the needs of persons with intellectual and developmental disabilities (IDD) in their communities. Today, InterHab flourishes as the largest, most respected and consistently influential organization championing the interests of Kansans with disabilities.

InterHab is a nonprofit corporation governed by a member-appointed Board of Directors. At present the organization has 43 general members and three associate members. Each of the general-member community organizations designates a representative to the Board.

To expedite governance, the 43-member Board of Directors delegates to an eight-member Executive Committee certain functions and decision making. The Committee's commonly occurring schedule is to meet during months when the full Board does not meet or when called by the Board President who also presides over the Committee. Full Board meetings generally occur five times each year which includes an annual meeting in December at which time the budget is adopted.

The Board has final approval on all matters not specifically assigned to the Executive Committee or Executive Director. The Executive Committee is responsible for oversight and evaluation of the Executive Director who hires, oversees and evaluates all other staff. The Director is given considerable discretion to lead and make decisions within the parameters of the mission, Legislative Platform and Strategic Plan.

The nature of the InterHab mission has long fueled a commitment to principle-driven leadership and unity of purpose among the Board, staff, members and other stakeholders, especially persons with IDD and their families. A written code governs the ethical standards of members' services to persons with disabilities and relationships among member organizations.

Within in the InterHab community, the passion for the mission continues to motivate pursuit of high-quality community services despite the challenges of Medicaid reform. The shared values among members also result in an exceptional level of reciprocity and comradery among their organizations, and high levels of engagement with InterHab.

Over its history InterHab has expanded services to member organizations, and today they include:

- Public policy advocacy at state and federal levels of government
- Public policy grassroots networking
- Professional development and training for member organizations
- Annual conference for members
- Professional networking opportunities for specialized professionals providing IDD services
- Forums for problem solving among members
- Legal fund for statewide issues affecting all members
- Capacity for video production services
- Governmental affairs consulting
- Strategic planning and strategic communication consulting

The organization has four full-time positions, including the Executive Director, and one part-time position. The other positions are: Associate Director; Director of Membership Services; Director of Trainings and Conference; and Director of Communications.

The 2018 operating budget is \$908,370. Annual membership dues are 76 percent of the budget. Other revenue sources are: annual conference (12 percent); training fees (four percent); association agreements (two percent); and other (six percent). Membership dues are calculated based on the total payroll of the member organization. InterHab's video production facilities also have the potential to provide a source of revenue.

InterHab has a notable track record of financial stability. Board policy requires a reserve fund equal to two months of expenditures, and the organization is consistently compliant with this policy.

InterHab remains on the innovative edge in the use of technology to advance its mission. Video software to conduct meetings reduces travel time of members and enhances communication. During the legislative session, the Executive Director communicates effectively on a weekly basis, and more often if necessary, to keep members and other advocates informed about legislative developments and strategies for advancing the Legislative Platform.

In 2014, InterHab upgraded its headquarters in Topeka to a modern and spacious office complex, complete with large meeting facilities and adequate parking,

II. Description of the Topeka Community

InterHab offices are located in Topeka, the seat of Kansas state government, and within two blocks of the state capitol building and many state government administrative offices.

Topeka is a major urban center in Northeast Kansas with a regional population of 233,000 and is the county seat of Shawnee County government.

The high quality of life in Topeka has been affirmed by many outside reviewers:

- In 2010, Topeka was named on Kiplinger's Personal Finance list one of the "Top 10 Cities for the Next Decade." The publication noted quality schools, friendly people, good hospitals and low housing costs among reasons for Topeka's selection.
- The Topeka housing market was identified by USA Today as one of the nation's strongest housing markets. NBC's Today Show named Topeka the third-best city to buy a house.
- Livability.com named Topeka one of America's best places to live.
- Topeka was ranked 9th among the top well-being small communities by Gallup-Healthways Well-Being Index, a survey that measures physical and emotional health, healthy behaviors and work climate.
- The community's civic spirit earned Topeka designation as one of the top 20 mid-size cities for the number of donated volunteer hours per resident.

Cost of living in Topeka is favourable when compared to communities on the east and west coasts, as well as many cities in the Midwest. The 2017 ACCRA Cost of Living Index scored Topeka at 95.7 overall. (The average for the 269 rated urban areas is 100.)

Options for quality public and private K-12 education abound. Families can choose from among six separate public school districts within the Topeka metropolitan area. Similarly, many choices for K-12 education exist among numerous private and parochial schools.

Topeka is home to Washburn University, a public institution of higher learning that offers 200 programs leading to certification, associate, bachelor, master, doctor of nursing practice and juris doctor degrees through the College of Arts and Sciences, and schools of Applied Studies, Business, Law and Nursing.

Topeka's regional medical community is nationally ranked for its high-quality care. Two general and five specialized hospitals provide outreach through neighbourhood clinics, prevention programs, and primary health-care services for children and low-income individuals. Neo-natal care, rehabilitation services, specialized surgical procedures, senior adult programs and cardiology services are offered in state-of-the-art facilities. Residents are served by nearly 250 physicians qualified either in general medicine or more than 40 specialties.

Amenities related to entertainment, and cultural and performing arts are abundant for a community of Topeka's population:

- The Kansas Expocentre hosts nationally-touring musical performers;
- The Performing Arts Center offers live theatre year-round, including music theatre;
- The Civic Theatre and Academy is home to dinner theatre performances, studio productions and a children's academy.

- Other musical entertainment ranges from the professional Topeka Symphony Orchestra, the Community Concert Association, the Opera Society, the Fine Arts Society, the Jazz Workshop and Sunflower Music Festival that attracts musicians from across the country;
- Monthly First Friday events draw hundreds of people to more than 20 art galleries; and
- Community festivals, including the Mulvane Mountain Plains Fair, Kaw River Valley Art Festival and Cider Days, bring people together for arts appreciation and entertainment.

III. InterHab Opportunities and Challenges

Following are the most immediate projects and issues that likely will require the attention and resourcefulness of the next Executive Director.

- 1. Organizational Structural Change and Internal Process Review.** InterHab is in the process of converting from a 501(c)(3) to a 501 (c)(6) structure. The process has been led by board members in conjunction with legal guidance. While this process is nearing completion, the new Executive Director will be expected to see the conversion through to completion. Along with this, all existing internal policies and procedures will need to be evaluated.
- 2. Implementation of the InterHab Strategic Plan.** The Board recently led an initiative to set direction and establish priorities. The InterHab Strategic Plan offers a roadmap for how the Executive Director will direct and manage resources in support of the mission. Strategic priorities include: 1) assisting members in strategies to address workforce issues in the field; 2) focus on long-term solutions and leadership development; 3) build alliances with key system partners to expand influence on IDD issues; 4) improve the association’s sustainability by increasing options for generating additional InterHab revenue.
- 3. Monitor and shape IDD supports within managed care.** In 2013, Kansas moved persons with developmental disabilities into privatized managed care, known as KanCare. Now KanCare is set to enter its second iteration still with three private insurance companies, but with a new managed care organization entering the market. The next Director must become rapidly informed about complex Medicaid developments as they evolve in Kansas. InterHab expects more proposed structural changes in regulations and delivery of Medicaid human services and must work to prevent adverse impacts on persons with IDD.
- 4. Engage in public policy advocacy in preparation for and during the 2019 session of the Kansas Legislature.** In anticipation that the position will be filled in November, the Board will expect the new Director to begin establishment of relationships with legislators before the session begins, as possible. The Director also must quickly become knowledgeable about the issues related to the InterHab Legislative Agenda.
- 5. Pursue immediate opportunities to cultivate a trusting relationship with InterHab members.** The Board expects the new Director to initiate meetings with InterHab’s member agencies around the state. Establishment of such relationships is essential to goals to strengthen member cohesiveness and expand avenues for members to be successful in serving persons with IDD.

IV. Job Duties of the Executive Director

Appointed by the Board of Directors, the Executive Director is the chief administrative officer of the organization, subject to supervision by the Executive Committee, and is responsible for the proper administration of all affairs of InterHab. Position duties include:

Leadership

1. Demonstrates successful leadership managing complex issues to achieve optimal solutions for members.
2. Identifies issues and trends that impact members and recommends strategies and tactics for dealing with them, consistent with established strategic plan.
3. Acts as a change agent by promoting attitudes and facilitating dialog that encourage members and staff to critically challenge the status quo of the association and IDD field.
4. Develops future leaders within the association and membership.

Strategic Vision

1. Develops and implements the Strategic Plan in cooperation with the Board of Directors.
2. Creates annual operating plans that support the strategic direction set by the Board and correlate with annual operating budgets.
3. Develops and monitors strategies for ensuring long-term financial viability.

Member/Board Relations

1. Recommends policy to the Board in relation to organization, budget, personnel, etc.
2. In cooperation with Board president, sets agenda for Board and other meetings focused on identified key strategic issues. Implements Board resolutions as adopted.
3. Ensures membership services are appropriately provided by staff.
4. Establishes and maintains personal, electronic and phone contacts with members to collect and distribute information of interest to the entire membership and responds to all contacts from members in a timely fashion.

Advocacy/Public Policy

1. Builds strategic alliances and bridges with internal and external key stakeholders.
2. Serves as the primary spokesperson and representative for the organization, particularly to governmental stakeholders, policy makers and advocacy groups, or selects the proper messenger to represent the association's position, depending on the venue.
3. Represents the association's position in an effective manner through contact with policy makers, testimony to legislative committees, outreach to allied advocacy organizations and contacts with the media.
4. Assures the association and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders.
5. Acts as a liaison between the organization and the community, building relationships with peer organizations when appropriate.
6. Provides advocacy on the association's position with state, national and other stakeholders including national advocacy organizations.

Management/Operations

1. Promotes a culture that reflects the organization's mission and values and expectation of performance excellence and rewards productivity.
2. Ensures efficient and effective delivery of all key programs and services, including technical training, information resources, professional development, networking, conferences, etc. meeting established quality standards.
3. Manages the human resources of the organization according to authorized personnel policies and procedures that fully comply with current laws and regulations, including recruitment, employee development, and performance management.
4. Oversees the operations of the organization and manages its compliance with legal, approved budgetary and regulatory requirements.
5. Develops annual budgets for Board approval and manages finances in accordance with the organization's fiscal policy and approved budget.
6. Provides prompt, thorough and accurate information for the Board regarding the organization's financial position in advance of regular Board meetings and more often as directed.
7. Evaluates staff performance on a regular basis.

Communication

1. Ensures staff and Board members have sufficient and up-to-date information.
2. Manages media events and development of positive relationships with media representatives.
3. Oversees content, production and distribution of all marketing and publicity materials.

While InterHab does not have a specific Topeka residency requirement for the Executive Director, the nature of the legislative process sometimes requires unscheduled face-to-face meetings at the Capitol during non-traditional work hours and with little advance notice. Timely responsiveness to legislative developments is an important expectation for the Executive Director's job and should factor into his or her residency decision.

V. Qualifications for the Position

Minimum qualifications: 1) five years management experience in a nonprofit organization related to membership association work, disability advocacy or similar nonprofit missions; 2) bachelor's degree in business or public management, education, political science, human services or related field from an accredited university; 3) evidence of a stable employment history and progressive career advancement; 4) evidence of skilled oral and written communication; and 5) an unblemished record of leading with integrity.

Preferred qualifications: 1) knowledge and experience related to public finance; 2) previous direct experience working with a nonprofit board of directors; 3) a track record of leadership in development and implementation of a strategic plan; 4) experience in government and public relations, and public policy advocacy that includes working directly with elected policy makers; and 5) knowledge of managed care programs and related health insurance practices.

VI. Preferred Qualities of the Director

The Executive Committee has identified qualities and practices important for the next Executive Director and will seek evidence of the following in candidate interviews and reference reviews:

Capability to manage relationships with diplomacy and influence. The success of InterHab rises and falls in proportion to its effectiveness in nurturing relationships with state and community policy makers and related leaders, and managed care organizations. The next Director must maintain authentic, respectful relationships not only with InterHab’s natural allies, but also with those less informed about the interests of persons with IDD. He or she must be exceptional at the skills of instruction, persuasion and patience.

Excellent communication skills. The Executive Director is the most visible “face” of the InterHab organization with members, policy makers, public administrators, the media and other stakeholders. He or she needs the ability to listen without premature judgment, seek candid feedback, provide timely, sometimes rapid communication to the Board and policymakers, and make and interpret decisions. Evidence of previous communication effectiveness with print and social media is important. The next Director also must have superior writing and public presentation skills, including effectiveness in providing legislative testimony.

Executive skills to lead the organization and serve the Board of Directors. The next Director must carry out with excellence all executive leadership functions: organizational planning; hiring, supervising and managing employees for high performance; financial oversight and budget management; governance support for the Board and its meetings; and responsive communication with member organizations and other important stakeholders.

Strategic thinker. InterHab has a long legacy of leaders who have been forward-looking, innovative and progressive in anticipating the dynamic, complex needs of its member organizations and those they serve. Consistent with this legacy, the Board will look to the next Director to help shape the organization’s vision, anticipate big-picture challenges and opportunities, and recommend strategies to advance the mission.

Champion for civil rights of persons with intellectual and developmental disabilities (IDD). The history of InterHab is interwoven with the closing of state institutions, and rapid expansion of quality community services and choices. Indeed in Kansas during its 46 years as an organization, InterHab has been at the forefront of championing human rights for persons with IDD. The next Director must continue to offer a passionate voice for protecting the civil rights of these persons who experience more than their share of life challenges.

VII. Parameters of Compensation

The Board is committed to offering a base salary and benefits comparable to similar size and functioning Midwest organizations. The low end of the base salary range has been set by the Board at \$100,000. The Board expects to enter into an employment agreement with the candidate selected for the position.

Each full-time employee receives a benefit payment of \$7,800 each year. Employees may use these funds in any combination for: pre-tax health or dental insurance premiums; dependent care or flexible spending plans. Group health insurance is administered by Blue Cross Blue Shield of Kansas and dental coverage is through Delta Dental. Other benefits include:

- Eight paid holidays and an additional four days of holiday leave in December
- PTO leave accumulated according to length of service

Additional executive benefits, including a deferred compensation program, may be negotiated as a part of total compensation.

VIII. Recruitment Timetable (approximate)

August 13:	Announcement of position vacancy
September 10:	Preferred deadline for resume submission
September 14:	Receive screening report and resume materials from Recruitment Advisor
September 24-28: (week of)	Executive Committee interviews finalists
October 1-5: (week of)	Executive Committee presents preferred candidate to Board for vote
October 8-12: (week of)	Offer to preferred candidate made and employment agreement approved
November 12:	New Executive Director begins work (or as soon thereafter as possible)

Recruitment Profile prepared by The Austin Peters Group, Inc.