



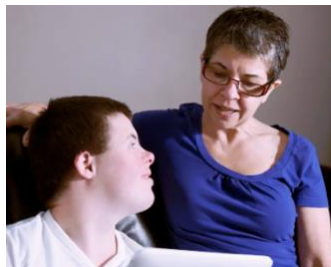
## EXECUTIVE DIRECTOR CANDIDATE PROFILE

Typical Life Corporation (TLC) is a private, not for profit, charitable organization founded on progressive and innovative techniques to improve the quality of services offered to individuals who are diagnosed with intellectual disabilities. TLC provides support to individuals from Pennsylvania's York and Adams Counties through residential group homes, day programs and home and community services. The individuals that TLC supports have the same rights, responsibilities, and



opportunities to become successful members of their community. The organization is recruiting a dynamic Executive Director to further their mission to take a holistic approach in providing encouragement, person-centered support, and growth opportunities to the individuals we serve.

### TYPICAL LIFE CORPORATION (TLC)



Typical Life Corporation is a responsive, call-to-action organization. TLC was awarded one of the initial exceptional service awards by the York/Adams Mental Health/Mental Retardation Office. The PA Office of Developmental Programs gave high praise to Typical Life for their creation of the Semi-Independent Living service. About 18 months ago, however, TLC uncovered leadership and quality assurance issues that led to having their license suspended. The Board acted quickly and hired a top-rated consulting firm to address the issues that were of concern to the PA Office of Developmental Programs. The organization also hired an interim Executive Director who did a fabulous job of resolving these concerns and charting a new strategic direction for the next Executive Director to implement. Due to the success of both the consultant and interim Executive Director, TLC's license has been fully restored and a very positive and energetic team and Board are excited for the future of TLC.

**Mission:** *To take a holistic approach in providing encouragement, person-centered support, and growth opportunities to the individuals we serve.*

**Vision:** To be recognized as a valued community partner and leading provider of IDD services.

**Values:** Stewardship, Integrity, Knowledge, Accountability, Partnership, Compassion

## **PROGRAMS AND SERVICES**

Through licensed group homes, semi-independent living apartments, in-home support services, and adult training programs, TLC provides supports and services to assist individuals with disabilities to live a normal life in the community. TLC helps individuals become active members of their community.

**Residential Services** are provided in beautifully maintained homes in communities across York and Adams Counties. Individuals living in the homes are part of the neighborhood in which they live, attending activities in the local community and volunteering at a variety of community organizations like the Salvation Army, ASPCA, and food banks. No TLC home has more than three people living in it, and depending on the needs of the individuals, staff may be present only during the day to being present seven days a week, twenty-four hours a day. TLC residents may visit with friends and family either in the home or spend time away from the home for a few hours or over several nights. People also are able to take vacations and TLC staff will help them make arrangements and accompany them on the trip. Services assist residents with:

- Self-care
- Communication
- Fine and gross motor skills
- Mobility
- Personal adjustment
- Relationship development
- Socialization
- Use of community resources

**Day Program Services** are available at three locations – TLC York, TLC Emigsville and TLC Gettysburg – to help people in the areas of self-care, communication, community participation and socialization. Services assist with:

- Fine and gross motor development
- Mobility
- Personal adjustment
- Use of community resources
- Relationship development

Individuals participate in stretching, circuit training, cardio, and aerobics in an environment fully supervised by a trained staff member. Programming also includes hand/ eye coordination, motor skills, nutrition education, healthy lifestyles. TLC Emigsville primarily focuses on helping individuals develop life skills. The program at TLC Gettysburg combines community integration and skill development with a strong health and fitness education.

**Home and Community Services** assist individuals, living in their own home or community settings to gain, regain and improve skills related to living in the community. Services are provided one to one by a trained staff person and include:

- Domestic skills
- Socialization
- Adaptive skills
- Self-care
- Communication
- Fine and gross motor skills
- Mobility
- Personal adjustment
- Relationship development
- Socialization
- Use of community resources
- Maintaining and improving self-help

Through **Faith-Based Services**, TLC recognizes that everyone has a physical, emotional and a spiritual component of their life. For those that desire it the organization will link individuals to local faith communities of their choice. Individuals make a choice as to what faith community they want to be part of. Faith-based services include:

- Linking people with their faith communities
- Counseling during times of distress, for example, death of a loved one
- Coordinating with various faith communities so people in service can attend services
- Coordinating a weekly Bible study with various faith communities
- Educating faith communities on how they can include and minister to people with intellectual and developmental disabilities.

**Autism Services** are provided as part of the TLC's existing services: Residential, Day, Home and Community, and Mental Health Services. Typical Life Corporation staff work with experts in helping to provide services to people within the Autism Spectrum. We have trained staff, experts in applied behavior analysis, and psychiatric support available to individuals in our services.

## THE ROLE OF THE EXECUTIVE DIRECTOR

The role of the TLC executive director is a versatile one. Often, the executive director is the face of TLC with internal and external stakeholders, liaising with management, team members, the board, and the public. They are responsible for the long-term strategy of TLC and for constantly building and casting a strength-based culture for team members.

The TLC executive director has a clear vision of the direction for the organization and communicating that with the TLC team. The next TLC executive director has the ability to inspire team members to embrace the vision and the strategy to achieve those goals.

The TLC executive director demonstrates the ability to listen to others around them. They understand the importance of recognizing others expertise and accepting their input on decisions that are vital.

The new executive director understands the critical importance of respecting members of the TLC team. They routinely inspire team members by showing them they love what they do, and celebrating team accomplishments together. The TLC executive director seeks to create an environment where TLC team members enjoy what they do and feel appreciated.

Inspiring trust and being trusting is a mark of a good leader and essential for the TLC executive director. This will enable the TLC executive director more time to focus on the big picture and benefits from a positive working environment where team capability is recognized. The TLC executive director is expected to demonstrate vulnerability, trust and servant leadership in order to create a culture of positive risk taking and an environment void of fear and intimidation.

The TLC executive director possesses and demonstrates a strong background, experience, and knowledge of the field of intellectual/developmental disabilities. They also understand the I/DD regulatory environment and the strategic importance of building and maintaining a collaborative relationship with local and state administrations charged with policy, licensing, and funding responsibilities.

## **IDEAL CANDIDATE QUALIFICATIONS AND COMPETENCIES**

The next Executive Director will need to support, recruit and grow the organization's board. Therefore, the ideal candidate will have experience with board recruitment and knowledge of nonprofit board governance best practices. In addition, the next Executive Director will have:

- A Minimum of 5 years executive level experience in an IDD provider, defined as leading people who were responsible for leading people.
- Bachelor's degree required, master's preferred.
- A high level of emotional intelligence with demonstrated experience to listen and show empathy.
- A management style that is supportive, coaching, and servant, for employees and board members and especially for the management team in place.
- Aware of strategic planning, and especially, experienced at implementing a strategic plan, as the new Executive Director will be handed a new plan and will be asked to implement it.
- Sufficient management and executive experience in areas of finance, human resources, technology, and CMS and I/DD regulations.
- Successful experience with fundraising and development especially with cultivating and soliciting donors.

The organization seeks an excellent listener and communicator, who is ready to explore and develop new revenue sources. CQI, PQI, QA experience (i.e., quality assurance, continuous quality improvement) will be a plus

## COMPENSATION

TLC is prepared to offer a competitive salary and benefit package to the candidate selected to be their new Executive Director. In addition, this position offers an opportunity to join a dedicated team of professionals that is making a profound difference in the community and in the lives of the individuals who enjoy greater independence and are able to participate more fully in in society because of the organization's work.

## CONTACT INFORMATION FOR INTERESTED CANDIDATES AND NOMINATIONS

If you would like to express your interest in this position, please send a cover letter and resume to Joe Duffy, President of DCM Executive Search at [joe@dcm-associates.com](mailto:joe@dcm-associates.com). If you would like to discuss the opportunity further or would like to recommend a candidate, please contact Dennis C. Miller, Founder & Chairman at [dennis@dcm-associates.com](mailto:dennis@dcm-associates.com).



*Executive Search  
Nonprofit Leadership  
& Board Performance*

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