



Everyone deserves a typical life!

Executive Director – York, PA.

The role of Executive Director at Typical Life Corporation (TLC) will afford you the opportunity to be part of an organization transitioning to the next level in its organizational growth. This is your opportunity to be the connection between strategic and organizational excellence and the life-changing successes the people we support seek to achieve daily.

Typical Life Corporation is a private, not for profit, charitable organization that began 22 years ago. The agency was founded on progressive and innovative techniques to improve the quality of services offered to individuals who have an intellectual or developmental disability.

The position of Executive Director is a critical, visible position requiring strength-based leadership, teamwork, strong management experience, and a successful career record of working with or for government, public agencies and nonprofit organizations. The Executive Director should have experience with, and knowledge of the issues affecting people with developmental disabilities, mental and behavioral health concerns, workforce development, education, and healthcare. They should have the proven ability to foster the growth of an organization and the capacity to manage a sophisticated financial operation.

Excellent negotiation and communication skills are critical. The Executive Director must be comfortable communicating with the individuals and the families of the individuals who receive services from TLC. He or she must be equally comfortable in making presentations and being engaged publicly in the York community. He or she must be able to work closely with the Board and the TLC team to promote an open, inclusive environment that emphasizes cooperation and teamwork.

### **Employment and Qualifications**

This is a full-time, exempt position located in York, PA. The candidate must be local to the region or be willing to relocate. Bachelor's degree and minimum of 5 years experiences as a manager with responsibilities for providing residential services for individuals with an intellectual, developmental disability, autism, or serious mental illness.

### **To Apply**

To be considered, interested candidates must submit a resume or CV as well as a cover letter to that [TLCED@typical-life.org](mailto:TLCED@typical-life.org) includes each of the following elements:

- Why you are interested in the Executive Director position at TLC.
- Any additional professional and/or personal experiences, if any, that inform your qualifications for this position and are not otherwise obvious from your resume.
- Confirmation that the published salary range meets your requirements.

**TYPICAL LIFE CORPORATION  
JOB DESCRIPTION**

<b>Employee Name:</b>		<b>Program:</b>	
<b>Date of Hire:</b>		<b>Department:</b>	Administration
<b>Job Title:</b>	Executive Director		
<b>Supervisor Name:</b>		<b>Supervisors Title:</b>	Board of Directors
<b>Effective Date:</b>		<b>Date Revised:</b>	9/22/2022
<b>Fair Labor Standards Act:</b>	Exempt		

**Position Summary:**

The Executive Director of Typical Life Corporation (TLC) has full and ultimate responsibility for the financial health, reporting and operations of the agency. This oversight is managed through delegation as appropriate to senior management team and/or by the ED directly.

**Qualifications**

This is a full-time, exempt position located in York, PA. The candidate must be local to the region or be willing to relocate. Bachelor's degree and minimum of 5 years experiences as a manager with responsibilities for providing residential services for individuals with an intellectual, developmental disability, autism, or serious mental illness.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>Education:</b>	Master's degree (M.A.) or equivalent; or four to ten years related human service experience and/or training; or equivalent combination of education and experience. Prior experience include grant writing, fundraising, strategic planning, financial background, and leadership skills.
<b>Age:</b>	Eighteen years of age or older
<b>Ability to Drive:</b>	Valid PA Drivers license
<b>Clearances:</b>	Act 13 and 33 clearances
<b>Health:</b>	Certification from a licensed independent practitioner that the person is free of contagious disease.

**1. Typical Life Values**

- a. **Stewardship:** We will handle all resources with consideration and care.
- b. **Collaboration:** We will work together to improve people's lives.
- c. **Support:** We will encourage people, seek to understand and meet their needs, and honor their choices.

- d. **Integrity:** We will do what is right even when no one else is looking.
  - e. **Quality:** We will strive for excellence in the delivery of services.
  - f. **Safety:** We will anticipate, address and respond to all concerns in a timely manner.
2. Supervisory Responsibility
- a. Manages the leadership team of TLC. Is responsible for the overall direction, coordination, and evaluation of all operating units. Fulfills supervisory responsibilities in accordance with the organization's policies and applicable state regulations and laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Essential Job Duties and Responsibilities:

**1. Board of Directors**

- a. Responsible, along with the Board President, to ensure a community broad-based Board membership, actively supporting, guiding, and monitoring TLC programs.
- b. Provide monthly report to the Board of Directors summarizing activities of the entire Organization. Assist the Board of Directors with establishment of monitoring of agency Policy and Procedures. Facilitate regular meetings of the various Board committees.
- c. Work directly with the Board President on the development and recruitment of new board members.

**2. Financial Accountability**

- a. Effectively plan fiscal goals and oversee the management of corporate accounting functions with
- b. Board committees and accounting department. Oversee the timely completion of the annual budget.
- c. Maintain the financial integrity of the Organization through monthly monitoring of Departmental financial statements.

**3. Fundraising**

- a. Develop and facilitate all fundraising activities within TLC. This includes all special events, planned to give and coordination of volunteers for the same.
- b. Oversee the development of projects which utilize grant funds. Develop necessary proposals which seek funding for any service needs, or special projects.
- c. Develop and maintain relationships with Foundations and Corporations which could provide necessary funding for proposals.
- d. Responsible for the development, implementation, and success of the Planned Giving Program.

#### 4. Legislative

- a. Monitor and participate in lobby efforts and the legislative process in Pennsylvania. Maintain regular contact with legislative representation in Pennsylvania.
- b. Monitor the development of industry regulations and standards at the Federal, State and Local level.

#### 5. Operational

- a. Oversee all operational aspects of the Organization through the leadership team.
- b. Fosters the professional and leadership development of the management staff, most specifically with the TLC leadership team.
- c. Facilitate the implementation and continual monitoring of the agency strategic plan. Approve all contractual agreements into which any division of TLC enters.

#### 6. Public Relations

- a. Identify and/or develop target markets through the legislative, business, and public relation sectors.
- b. Continually seek opportunities to market TLC's activities as an agency, enhancing our public relation image.
- c. Foster relationships which increase the potential and prospects for charitable intent toward TLC. Maintain and foster productive relationships with appropriate state agencies within Pennsylvania

#### 7. Skills Required and Physical Demands

- a. Proficiency in the use of computer, email, phone, fax, written, calculator etc.
- b. Personal computer, use of email, and ability to adapt and learn new software
- c. Office equipment, e.g., copier, fax, cellular phone, tablet, etc.
- d. Capable of travel to various meetings in the community.
- e. Superior judgment and reasoning
- f. Ability to handle the physical demands of interacting with consumers or the ability to understand consumer's behavior and use good judgments to mitigate personal risk.
- g. Ability to drive and transport consumers in a company vehicle.
- h. Office equipment, e.g., copier, fax, phone system and use good written and/or communication and telephone etiquette.

#### 8. Physical Requirements

**\*\*OCCASIONALLY-0-35% OF TIME FREQUENTLY-36-74% OF TIME CONSTANTLY-75% OF TIME\*\***

- a. **Skills/Requirements to perform task examples may include but are NOT limited to:**
  - i. **MUST** be able to lift and/or move at least 50lbs. pounds in order to assist in life skills, such as bathing, bringing in groceries, physical rescue, and wheel chair assistance.

- ii. Weight ABOVE 50lbs; where assistance is needed, help will be provided for team lift or use of device/tool such as dolly, jack, belts, lifts or as prescribed by ISP.
- b. The employee is frequently required to stand, sit, walk, bend, twist, reach, extend, lift and carry weights as listed above.
- c. Frequently use hands to finger, handle, reach with arms and hands below or at waist level and ABOVE shoulder height.
- d. Occasionally be able to pull, push, lift, carry.
- e. Occasionally be able to stoop, squat, kneel, crouch, crawl.
- f. Constantly be able talk or communicate, hear, taste or smell.
- g. Specific vision abilities may include close vision; color vision and the ability to adjust focus.
- h. Occasionally be exposed to all outside weather conditions (including but not limited to sun, rain, heat, cold, snow etc.), dust and fumes while working with residents and staff.
- i. Noise level in the work environment may vary from quiet, moderate to occasionally loud, but shouldn't exceed 85 dBA or require the use of ear protection, (unless otherwise stated & will be provided).

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position without accommodation or modification.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the Mission, Vision and Values of the organization. I understand that Typical Life Corporation requires all employees to adhere to the Values in all their interactions with the individuals that we support, fellow employees and the community at large.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_