

Executive Director Recruitment Profile



**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.**

**Qualified people are invited to apply by
August 22, 2025**

**Please send a cover letter and resume
in a single integrated file highlighting
qualifications to:**

Marla Flentje, Recruitment Advisor
mflentje@austinpeters.com
316.250.1344

**For additional organization information
www.interhab.org**

InterHab is an Equal Opportunity Employer

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

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

This Profile provides information to potential candidates about the organization, the Topeka community, opportunities and challenges, a summary of job duties, qualifications for the position, leadership qualities, and an anticipated recruitment timeline.

The InterHab Organization

The roots of InterHab date back to the 1960s during the early initiatives to extend civil rights to historically marginalized citizens. For those with disabilities and their advocates in Kansas, it was an era of profound discrimination and isolation, but also with the origins of state deinstitutionalization, expansion of public investment in community services and the emergence of mobilized grassroots advocacy – the promise of a better life.

InterHab was formed in 1969 by community professionals and family advocates and soon became a predominant voice for the interests of persons with intellectual and developmental disabilities (IDD) who aspired to community services. Today, InterHab flourishes as the largest and consistently influential organization championing the rights of Kansans with disabilities.

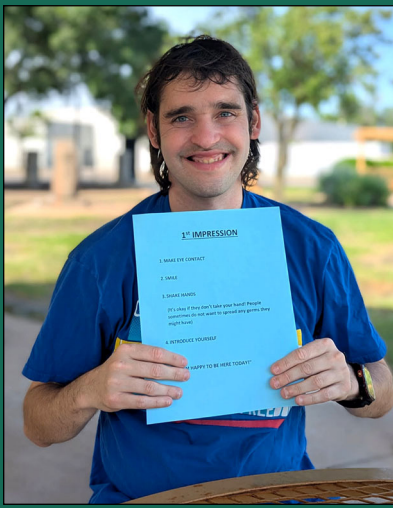
InterHab is a nonprofit, 501(c)(6) corporation governed by an eleven-member Board of Directors elected at the annual meeting of the general membership. The organization currently comprises 46 general members and 16 associate members. Board members serve three-year, staggered terms, with a two-term limit. Board meetings generally occur six times each year, which includes an annual meeting in December. Members of the Board elect officers, including a President, a Vice President, a Secretary, and a Treasurer.

The Board is responsible for appointing, overseeing, and evaluating the Executive Director, who in turn hires, manages, and evaluates all other staff. The Director is given discretion to lead and make decisions within the parameters of the mission, legislative platform, and strategic plan. Since 1969, five people have held the position. The most recent Executive Director resigned to take another position.

The nature of the mission has long sustained principle-driven leadership and an exceptional unity of purpose among the board, staff, members, and other stakeholders, especially persons with IDD and their families. A passion for the mission continues to motivate the pursuit of high-quality community services despite the challenges of Medicaid reform and state legislative funding. Shared values among members also generate a high level of reciprocity and cooperation among their organizations, and high levels of engagement with InterHab.

For InterHab's Executive Director, the nature of the mission can also yield high reward and personal satisfaction. Success in legislative advocacy or technical assistance with a provider may visibly lead to improved lives for persons with IDD.





At InterHab, We Believe

- In the inherent dignity of all individuals.
- Community services, employment, and housing should be available to Kansans, regardless of race, national origin, religion, gender, age, or disability.
- Community services should reflect the needs of the individual, and they should reflect a reasonable response to the whole community's needs.
- Supports for Kansans with IDD should be available in their communities of choice.
- Governments, businesses, and providers should partner to create employment for Kansans with IDD.
- We are responsible to prevent discrimination and provide services that enable individuals with IDD to live as independently as possible.

During the legislative session, the Executive Director communicates weekly, and more often if needed, to keep members and other advocates informed about legislative developments and strategies for advancing the organization's platform.

InterHab membership also confers membership privileges from ANCOR, the leading national advocacy voice for community providers in Washington, D.C.

Notably, the inaugural class of Leadership InterHab was convened this year. This new program, designed to prepare new IDD leaders in Kansas, engages approximately 25 professionals from member organizations who meet six times annually for leadership development.

The organization has four full-time positions, including the Executive Director, the Associate Director, the Director of Member Services, and the Training and Conference Coordinator.

The important work of InterHab's small staff is enhanced by the activities of its members, who have positive and trusting relationships with their legislators and who frequently attend bill hearings, provide testimony, and promote grassroots advocacy. The [2025 Legislative Platform](#) is available here.

The 2025 operating budget is \$1,050,660. Annual membership dues are 69 percent of the budget. Other revenue sources include the Annual Conference and Trade Show, professional development fees, and grants. Dues are calculated based on a percentage of each member organization's total audited payroll. The organization has a notable track record of financial stability and a healthy reserve fund, which exceeds best practices for non-profit organizations.

InterHab offices are located in Topeka, the seat of Kansas state government, and within two blocks of the state capitol building and many state offices. The headquarters are located on the top floor of the historic Jayhawk Tower and feature a modern, spacious office complex with large meeting facilities.



InterHab has successfully brought together an impressive base of stakeholders to advocate for critical issues for individuals with intellectual and developmental disabilities. The 2025 Advocacy Day was one of my favorite memories of this year's legislative session and gave me valuable insight into the challenges faced by this community.

– The Honorable Chase Blasi
Kansas Senate Majority Leader

Services to member organizations include:

- Public policy advocacy at the state and federal levels of government
- Public policy grassroots networking
- Professional development and training for member organizations
- Annual conference for members
- Networking opportunities for specialized professionals
- Problem-solving forums
- Governmental affairs consulting
- Strategic planning and strategic communication consulting

Topeka's cost of living is 19.4% below the national average, as highlighted by the median housing price of \$184,800. Kiplinger magazine rated Topeka as the 5th most affordable city in the United States (2023). According to Entrepreneur, "Kansas is one of the most affordable states in the U.S."



The Topeka Community

Topeka is a great place to live. This mid-sized city, home to 232,000 residents, provides big-city amenities while providing easy accessibility and the quaint comforts of a smaller city. Topeka is the capital city of Kansas and the county seat of Shawnee County.

Alongside state government jobs, the city's economy includes healthcare, retail, and manufacturing. Housing choices are widely available in quality neighborhoods with excellent schools within walking distance.

Options for quality public and private K-12 education abound. Families can choose from among six separate public-school districts and many parochial or private schools in the metropolitan area. Topeka is home to Washburn University, which offers 200 programs, including nursing and juris doctorate degrees. The University of Kansas, Washburn Institute of Technology, Kansas State University, and Emporia State University are all within 60 minutes of the city.

Shawnee County is home to three leading hospitals in northeast Kansas. Stormont-Vail Health, University of Kansas Health Systems – Saint Francis, and the Colmery O'Neill Veterans Hospital provide area residents with leading medical care.

Amenities related to entertainment, culture, and performing arts are abundant. The Stormont Vail Event Center hosts national musical performers and a variety of events. The Performing Arts Center, the Topeka Symphony Orchestra, the Community Concert Association, the Jazz Workshop, and Sunflower Music Festival are a few additional performing arts and musical attractions. The city is also home to the world-famous Topeka Zoo.



Find additional information about Topeka at:

<https://www.gotopeka.com/>
<https://www.visittopeka.com/>



Opportunities and Challenges

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

Meet with members in their communities and lay the foundation for trusting relationships.

InterHab's small team of staff obscures the tremendous and trusted influence of the organization made possible by the activism of member providers. Members are easily summoned to Topeka, often with short notice, to support InterHab's legislative or regulatory goals. Within a short time after assuming the position, the Board expects the new Director to initiate meetings with members around the state. Strong relationships will serve to strengthen cooperation among members and advance InterHab's strategic plan.

Assure Medicaid reforms protect and advance the interests of persons with IDD.

The Board expects the Executive Director to create a shared vision for reforms with members and focus their collective influence so that Medicaid changes are aligned with the interests of persons served. Conflict-free case management, minimum-wage employment, and the "unbundling" of day and residential services are just a few areas where new mandates may emerge.

Provide strategic plan leadership.

The Board excels at setting direction and identifying strategic priorities. The Strategic Plan offers a roadmap for how the Executive Director will direct and manage resources in support of the mission. Strategic priorities include:

- 1) build a stronger organization;
- 2) expand alliances and expand the network for greater influence in public policy decisions; and
- 3) achieve progress in advancing legislative goals.

Prepare for the 2026 Legislative session.

The Executive Director must develop a deep understanding of the policy details outlined in InterHab's legislative platform. Moreover, they will need to study the legislative committees where most InterHab legislation and funding are considered and get to know the legislators who have influence over InterHab's priorities. They can count on members to facilitate a "crash course" in all aspects of the Kansas Legislature.

Review and recommend changes to membership policies and dues.

One of InterHab's strategic goals is to strengthen the organization by attracting new members and peer-to-peer networks. The Board will welcome a fresh review of membership practices by the new Executive Director. Are there barriers to membership for smaller organizations? Is the fee structure fair and manageable for prospective members? Are InterHab's expectations for membership reasonable?



About the Position

The Executive Director serves as the chief administrative officer, handling association affairs and implementing Board policies. The Board of Directors appoints and supervises the Executive Director. A summary of duties includes:

Association Leadership. Manages complex issues, identifies trends, and advises members on strategies; promotes dialogue between members and government officials; nurtures future leaders; and implements Board policies.

Strategic Vision. Working with the Board of Directors, develops and implements the strategic plan, and prepares the annual budget and long-term financial plan.

Member/Board Relations. Ensures staff provide services promptly; recommends an annual budget and personnel policies for Board approval; sets meeting agendas in consultation with the Board president or committee chair; and disseminates essential information to members.

Public Policy Advocacy. Builds relationships with key stakeholders, including legislators, executive branch officials, and other policymakers; serves as the association's primary representative; provides legislative testimony; leads outreach efforts; and ensures a positive public image.

Association Operations. Supervises operations to ensure state and federal compliance; promotes staff excellence; ensures efficient and effective delivery of all programs and services; implements and evaluates policies to ensure legal compliance; and evaluates staff performance.

Communications. Ensures members and staff are updated on all issues and concerns; oversees association marketing and implementation.

An [expanded job description](#) is available here.

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

Qualifications for the Position

Minimum Qualifications:

- Five years of management experience in a nonprofit organization related to membership association work, disability advocacy, or similar nonprofit missions
- Bachelor's degree in business or public management, education, political science, human services, or related field from an accredited university
- Evidence of a stable employment history and progressive career advancement with an unblemished record
- Evidence of skilled oral and written communication
- Demonstrated success in legislative advocacy that includes working directly with elected policymakers

Preferred Qualifications:

- Knowledge and experience related to public finance
- Previous direct experience working with a nonprofit board of directors
- A track record of leadership in the development and implementation of a strategic plan
- Knowledge of the managed care industry



Leadership Qualities for the Position

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

Outstanding communication skills

The next Executive Director will need to be a strong listener, equally attentive to what is said and not said. InterHab members have high expectations for quality and timely communication related to legislative and regulatory developments. A consultative leadership style is valuable, especially in seeking the “unusual voices.” The next Executive Director should be skilled at speaking and writing in the language of public policy, and well-spoken and confident in making presentations. They also must excel in using the skills of instruction, persuasion, and patience.

An affirming, positive leadership style

The success of InterHab rises and falls in proportion to its effectiveness in nurturing relationships with federal, state, and community policymakers and related leaders, as well as managed care organizations. The next Executive Director must create authentic and trusted relationships not only with InterHab’s natural allies, but also with those less informed about the interests of persons with IDD. Their style must include frequent outreach to others for their expertise and advice.

Ability to constructively manage conflict and build consensus

The new Executive Director must remain undaunted by conflict and stress as they work to help members negotiate agreement on a common legislative agenda while upholding core values. They must also perform at a high level in the legislative arena, working through thorny disputes with allies and finding compromise and common ground with detractors. The Executive Director must be willing to take on difficult subjects and accept responsibility when plans go awry.

Skill in conducting and interpreting policy research

The Executive Director needs to be anticipatory rather than reactive where problem-solving is concerned. InterHab has a legacy of leaders who have been critical thinkers in anticipating the dynamic, complex needs of its member organizations and those they serve. InterHab’s reputation for careful research and innovative ideas has helped position Kansas as a national leader in IDD community services. Consistent with this reputation, the Board will look to the next Director to shape the organization’s vision, anticipate and interpret challenges, and provide accurate and well-sourced information.

Champion for the civil rights of persons with intellectual and developmental disabilities (IDD)

The history of InterHab runs parallel to the closing of state hospitals and the rapid expansion of community services and choices. Indeed, InterHab has been at the forefront of championing human rights for IDD persons for its entire 56 years. The next Executive Director must “live the InterHab mission” and continue to champion the rights of those who experience more than their share of life challenges.





Compensation

The Board is committed to offering a competitive base salary and benefits that are comparable to similar organizations. The minimum salary begins at \$140,000 and is negotiable based on qualifications and experience. The position includes negotiable executive benefits, such as additional PTO, vehicle and technology allowances, and relocation support. Employees receive a \$325 monthly health insurance benefit applied toward premium costs and retirement contributions up to \$3,900 annually in a 401(k) match. Vacation and sick leave accrue with tenure, and employees get 12 paid holidays per year. An employment agreement is expected for the selected candidate.

Estimated Timetable

July 18	Executive Director recruitment profile approved
July 21	Announcement of position vacancy
Aug. 22	Deadline for resume submission
Sept. 5	Screening report to be delivered to the Search Committee
Sept. 5	Search Committee determines finalists and extends interview invitation
Sept. 8-15	360-degree reference interviews completed by The Austin Peters Group
Sept. 15-20	Search Committee conducts in-person interviews with finalists
Sept. 22	Offer to preferred candidate is made, and employment agreement approved
Early Oct.	New Executive Director begins work (or as soon thereafter as possible)

Recruitment Profile prepared by The Austin Peters Group with the assistance of InterHab and support from members who promptly provided photos and a review of materials.