



## **Recruitment Profile for Director of Communications**

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

More information about InterHab, its membership and mission, can be found by visiting [www.interhab.org](http://www.interhab.org)

**Qualified persons are invited to apply for the open position by March 2, 2018.**

**Please send a cover letter, resume, and a salary history in a single PDF file to: [twood@interhab.org](mailto:twood@interhab.org).**

If you have any questions regarding the process, please contact Tim Wood, Executive Director by email ([twood@interhab.org](mailto:twood@interhab.org)) or by telephone: (785) 235-5103.

*InterHab, Inc. is an equal opportunity employer*

**InterHab seeks a Director of Communications with the skills, experience, expertise, and leadership capacity necessary to assist its members before local, state, and national government.**

**I. Association History, Organization, and Purpose**

InterHab's roots go back to the 1960s and the movement to extend civil rights to those populations who had been denied. From time immemorial to the start of the movement, Kansans with disabilities and their families had faced profound isolation and discrimination. Thereafter, rising public awareness of disabilities and investment in community services led to gradual deinstitutionalization and the need for mobilized grassroots advocacy.

In 1969, an alliance of community service professionals and skilled family advocates formed—the Kansas Association of Rehabilitation Facilities (“KARF”). It soon became the predominant voice in representing the needs of persons with intellectual and developmental disabilities (“I/DD”). Now known as InterHab, this association is the largest and most respected statewide organization that champions the interests of Kansans with disabilities.

InterHab is a 501(c)(3) corporation governed by a member-appointed Board of Directors. At present, there are 42 full members and 6 associate members. Each of the full members appoint a representative and alternate representative to the Board of Directors.

To streamline its administrative responsibilities, the Board of Directors delegates certain functions and decision-making powers to an 8-person Executive Committee. The Executive Committee meets in months when the full Board does not, or when called to convene by the president of the Board (who also presides over the Executive Committee).

The Board of Directors has final approval on all matters not specifically assigned to the Executive Committee or InterHab's Executive Director. The Executive Committee has direct oversight and evaluation prerogatives regarding the Executive Director, who hires, oversees, and evaluates all other InterHab staff.

Over its long history, InterHab has expanded its services provided to members; at present, they include (but are not limited) to the following:

- Public policy advocacy at the local, state, and federal levels of government
- Grassroots networking to further the association's policy agenda
- Professional development/training opportunities for member organizations and their employees
- Professional networking opportunities for I/DD service providers
- Forums for collaboration amongst members on problem-solving
- Audio/visual production services
- Consulting on government relations
- Consulting on strategic planning and communications

*InterHab has 4 full-time employee positions and 1 part-time position: (1) Executive Director; (2) Associate Director; (3) Director of Member Services; (4) Director of Communications; and (5) Director for Trainings and Conference (part-time).*

### **III. Job Duties for the Director of Communication**

#### **1. Essential functions:**

- Manage all internal and external marketing, communications, and public relations duties
- Assist the Associate Director in governmental relations-related communication
- Measuring success of marketing, communications, and public relations

#### **2. Communications/Public Relations:**

- Address all press inquiries and solicit news coverage of association and membership activities
- Construct and issue all association press releases
- Draft testimony to legislative committees and subcommittees
- Assist other staff in researching and drafting external communications
- Coordinate with membership public relations officers to ensure consistency in public messaging
- Manage and distribute all communications with membership, including: legislative updates, job seeker bulletins, action alerts

#### **3. Marketing:**

- Manage and utilize all social media platforms, including development of an annual social media messaging calendar
- Generate themes and imagery for association events, campaigns, trainings, and other events
- Manage the vendor tradeshow at the annual InterHab conference
- Manage the association website, including functionality and the generating of content

#### **4. Miscellaneous:**

- Take notes during the weekly Governmental Affairs meeting
- Record minutes at Board of Directors meetings
- Manage the MemberClicks (association management software)
- Participate in the Communications Resource Network
- Assume other responsibilities as assigned by the Executive Director

### **IV. Minimum Qualifications**

#### **Required:**

1. Bachelor's degree from an accredited university in journalism, marketing, communications, public relations or related field;
2. Five years' experience in professional communications work with demonstrated success;
3. High-level oral and written communication skills;
4. Impeccable proofreading skills; and
5. Extensive experience with social media (including use of message calendars)

## **V. Preferred Qualifications**

### **Other:**

1. Prior work experience in the field of intellectual and developmental disabilities;
2. Prior work experience in the Kansas Legislature or state government;
3. Video production and editing; and
4. Graphic design work using Adobe Creative platforms (InDesign, Photoshop, and Illustrator).

## **VI. Compensation Parameters**

InterHab is committed to offering a base salary and benefits package comparable to other similarly-situated Midwest membership associations. The salary for this position will be commensurate with the selected candidate's pertinent experience.

Each full-time association employee may choose (when eligible) to participate in the association's group health insurance plan, dental insurance plan, and retirement plan.

Employees are also entitled to a certain number of paid holidays throughout the year. Paid time off is also offered.