

Teaching Family Association

EXECUTIVE DIRECTOR POSITION

CALL FOR APPLICATIONS

At this time, this application is limited to individuals with current or former relationships to the Teaching-Family Association, who have an in-depth understanding and knowledge of the Teaching-Family Model and have participated in some capacity in delivering these services.

1.0 TFA SELECTION & HIRING COMMITTEE

Board Chair		
Dr. Steve Morse	SMorse@gpaschool.org	(609) 877-4111 ext. 208
Board Past Chair		
Andy Altom	aaltom@methodistfamily.org	(501) 661-0720
Executive Board Secretary		
Shanna Draper	sdraper@youthvillage.org	(801) 931-8345
Board Director		
Karen Olivier	kolivier@closetohome.com	(403) 543-0550 ext. 229

- a) Declare your **INTENTION TO APPLY** to this position by emailing the Board Secretary.
- b) Questions regarding the application guidelines will be accepted by email only. All questions must be received at least 3 working days before the application deadline.
- c) Your intention to apply, any queries and the final application should be emailed to the Board Secretary at sdraper@youthvillage.org.
- d) **Submission Deadline: June 22, 2018**

Date
June 6, 2018

1.0 Overview

The Teaching-Family Association (TFA) is a collective of international agencies that are committed to the tenets of the Teaching-Family Model (TFM), an evidence-based, trauma-informed model of care that serves a variety of populations in need of in and out of home care.

The Teaching-Family Model is a philosophy and practice of care and treatment that prioritizes therapeutic relationships with the caregivers as the primary conduit of effective treatment in supportive family-style settings. The TFM is strength-based, comprehensive care and trauma-informed treatment model that builds positive change while remaining focused on the holistic development of the person served. With substantial research dating back to the 1970's, the Teaching-Family Model is evidence-based and rooted in cognitive behavioral theory and can be used with children, youth and adults with a wide range of diagnoses and symptoms and for those who have experienced significant trauma/maltreatment and loss.

The Teaching-Family Association is accepting applications for an independently contracted Executive Director and forward the goals of the Association and its members.

The Teaching-Family Association Board of Directors will enter into a contract with the successful applicant for a period of one year to be renewed annually. It will be the responsibility of the successful applicant to subcontract all subsequent services to ensure deliverables of the contract are met.

A current resume and completed proposal, must be emailed to:

Shanna Draper, TFA Board Secretary- see email address above.

Proposals postmarked after the time and date will not be considered.

1.1 TFA Mandate to Its Members

Overseen by an elected Board of Directors, the Association is responsible to:

- a) Grow the Association through a rapid scaleup by qualified supportive and sponsor agencies and manage the process of growth of accredited, developing, and supportive sites.
- b) Oversee model fidelity and best practices supported by a robust accreditation process that is recognized to be the equivalent of other accepted accreditation bodies.
- c) Ensure the TFM is considered to be an evidence-based trauma-informed practice model that is well supported by current research and is listed at a high level in relevant clearinghouses.
- d) Promote the Teaching-Family Model as an evidence-based, trauma-informed best practice that delivers compelling, cost-efficient quality services for participants. Ensure that agencies have tools necessary to advocate locally, nationally and internationally.
- e) Build a professional network for Practitioners and Agency Service Providers through an annual conference and meetings that continue to support new learning and evolving practice.

Date
June 6, 2018

1.2 TFA Organization & Membership Structure

- An international Association headquarters located conveniently to accommodate appropriate travel as necessary
- An 11 member elected governing Board of Directors
- 19 Accredited Sponsor sites
- Developing sites sponsored by qualified member agencies
- Supportive agencies that use components of the Teaching-Family Model and support the mission and vision.
- Association Members and Supportive Individuals.

1.3 TFA Administrative Structure

Note the following Association constraints and assumptions: (not meant to be an exhaustive list).

- The annual budget is built on limited revenue sources (member dues and revenue from annual conference).
- Board of Directors and other member leaders of the Associations are volunteers. The Association Office must be able to be task focused and help member/leaders find value in active participation.
- Association must have a good working knowledge of governments in each state/province represented by membership.
- Intellectual Property developed by the successful candidate will belong to the Teaching-Family Association.
- Effective communication strategies will involve extensive travel to sites and places of potential advocacy.
- The Administrative Structure is comprised of a full-time Executive Director and the necessary staff or consultants to manage the deliverables of the Association.

1.4 Position Start

The position is to begin within 30-45 days after the Candidate is selected. To facilitate a complete knowledge transfer, a transition period will commence with the current Executive Director on the agreed upon start date and end November 15, 2018.

Date
June 6, 2018

2.0 Description of Executive Director Role and Responsibilities

The Executive Director of the Teaching-Family Association will:

- a) Provide strategic and functional oversight to the Board's Strategic Goals and Objectives using a business operations plan with report back functionality.
- b) Provide administrative support to all TFA committees and committee chairs. Ensure policies and procedures are compliant and up to date. Ensure a continued emphasis on accessibility while maintaining credibility and fidelity of the components of the model.
- c) Provide a marketing structure and plan to grow the Association by 50% from 2018 – 2022.
- d) Provide technical support and management of a website, social media platforms, and other necessary technology supports.
- e) Support sponsor sites with managing the dissemination process, and track the progress of developing sites to ensure their involvement with the Association.
- f) Develop relationships with thought leaders and researchers to help agencies utilize current data to support research efforts in the field.
- g) Promote clear and efficient communications with the board, committee chairs and key volunteers.
- h) Coordinate and support board meetings at the schedule desired by the board and follow through on Board directives and planning.
- i) Coordinate and support the spring MidYear Meeting with input from the Board.
- j) Plan and execute an annual conference that will allow TFA to showcase the Teaching-Family Model as a viable alternative to other models of Care, promote practitioner involvement and include current research efforts, and challenges in the industry.
- k) Provide an electronically accessible repository of all Teaching Family Model Materials. Maintain the copyright to all TFM concepts, and will protect the integrity of the information in the marketplace involving the Teaching-Family Model.
- l) Maintain accurate and accessible financial records that are subject to an annual audit.
- m) Manage databases of membership, committees and other as required.
- n) Other duties assigned at the discretion of the Board of Directors.

2.1 Required Skills of the Executive Director Position

The following four factors outline but are not limited to the Candidate's level of expertise:

2.11 Critical Thinking Skills

- a) Business Insight – Applying knowledge of business and the marketplace to advance the organization's goals
- b) Consumer Focus – Building strong consumer relationships and delivering tailored solutions
- c) Balances Stakeholders – Anticipating and balancing the needs of multiple stakeholders
- d) Global Perspective – Taking a broad view when approaching issues, using a global lens
- e) Cultivates Innovation – Creating new and better ways for the organization to be successful

2.12 Results and Outcomes

- a) Plans and Aligns – Planning and prioritizing work to meet commitments aligned with organizational goals
- b) Drives Results – Consistency achieving results, even under tough circumstances
- c) Optimizes Work Processes – Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement

2.13 People Skills

- a) Communicates Effectively – Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
- b) Collaborates Appropriately – Building partnerships and working collaboratively with others to meet shared objectives
- c) Drives Engagement – Creating a climate where people are motivated to do their best to help the organization achieve its objectives

2.14 Self-Awareness

- a) Instills Trust – Gaining the confidence and trust of others through honesty, integrity and authenticity
- b) Accepts Responsibility- is accountable for actions and strives to rectify and reconcile with others
- c) Proactive-Initiates feedback and engages in authentic self-reflection for improvement

2.15 Experience & Education

- a) Candidates with deep knowledge of the Teaching-Family Model are preferred.
- b) Experience and expertise in advocacy and lobbying skills are desirable.
- c) Experience managing complex projects will be an asset.
- d) Bachelor's degree with experience working with a non-profit association required, graduate degree preferred.

Date
June 6, 2018

3.0 Required Format of Application

0.1 Submissions Format

Applications should consist of the following:

- a) Applicant Contact Information and Resume
- b) Summary of Candidate Skills and Expertise in letter format
- c) Responses to Questions in Appendix A
- d) At least 2 work related references –upon request

APPENDIX A

1.0 Strategic Planning

- a. Describe your preferred method of strategic planning with a Board, the communication strategies necessary to track progress and the timeliness of execution.
- b. Understanding that the Association under the guidance of the Board has a mandated responsibility to its members to drive and achieve its objectives (see 1.1 TFA Mandate), describe the strategies needed to get these results.

2.0 Identifying Challenges/Opportunities

Within an ever changing human services landscape, describe the challenges and opportunities that are relevant to the Association and its membership.

3.0 Collaboration

Where this position may require local and international experience, the Teaching Family Association encourages the formation of partnerships between international concerns. Describe your experience in forming such alliances.

4.0 Resource Requirements

Describe the specific skills and expertise that you bring to the position and the plan you would have to engage additional staff to fulfil the objectives of the Association.