



Feeding Bodies. Fueling Minds.™

Kentucky School Nutrition Association

Request For Proposal Executive Director/Management Services

Position Title: Executive Director
Reports To: KSNA Executive Board
Hours: Part-time
Salary: 36K
Management Companies Welcome to Apply
Location: At your home or current office location, preferably in Kentucky.
Deadline: **4:00 pm EST Friday, October 7, 2022**

KSNA is a 501c (4) non-profit association representing school nutrition professionals across Kentucky. KSNA values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, gender identity, veteran status or any other status protected by law.

SUMMARY

The ***Kentucky School Nutrition Association (KSNA)*** is seeking candidates (individuals or companies) to serve as Executive Director of the association. The Executive Director is responsible for the overall management and operations of KSNA and protection of financial assets, while ensuring compliance with board directives, federal and state requirements. The candidate must be a communicator and leader with the ability to move KSNA forward and adapt to challenges.

This is a part-time position and will be considered an independent contractor; as such, any individual retained in the position will be responsible for all employment-related benefits. Companies interested in filling the position will be required to assign a single individual to fulfill this role and provide information about that individual in their response.

ABOUT KSNA

The Kentucky School Nutrition Association is a vibrant association with a membership of over 1700 Kentucky school nutrition professionals. KSNA members include school nutrition staff and managers, district level staff which include supervisors, office personnel, district directors and state agency staff as well as directors from the Kentucky Departments of Agriculture and Education. KSNA is fortunate to have great support from Industry Partners who work with KSNA to provide services, training and education to members. KSNA is the state affiliate of the National School Nutrition Association (SNA).

MISSION, VISION, STRATEGIC PLAN

MISSION: The mission of KSNA is to empower its members by providing advocacy and professional development to advance school nutrition programs in Kentucky.

VISION: KSNA will be a readily available resource and advocate for school nutrition programs.

CORE VALUES: Feeding Future Leaders, Professional and Personal Growth, Fellowship, Integrity and Ethics, Collaboration

SUMMARY OF ASSOCIATION STATUS

KSNA is currently financially stable. The pandemic and previous year's challenges have caused membership to decline. KSNA would like to continue to become a stronger partner for School Nutrition Programs across the State of KY.

DESCRIPTION OF LEADERSHIP STRUCTURE

Leadership: President, President-Elect, Vice President, Immediate Past President, Secretary/Finance Officer, Regional Directors, Chapter President Representative, Chairs (Administrator, Administrator-Elect, Manager/Employee Section, Industry Relations, Industry Advisory Council, Education, Membership, Public Policy, Resolutions/Bylaws, Communications) and State Agency Representatives (KDE and KDA).

The Executive Director is required to be present at each board meeting. Traditionally, board meetings are held on an average of 3-4 times a year.

DESCRIPTION OF MEETINGS

Annual State Conference: June, all members

Administrators Conference: Fall, directors/supervisors/district level staff/designee

Kentucky Legislative Action Conference (KLAC): Winter, directors/supervisors/designee

Managers Conference: Spring, managers/designees

Executive Board Meetings: Coincide with Conferences and as determined

Leadership Seminar and Conference Planning Meetings: As needed

Dates, times and locations are determined in advance by the Executive Board and Conference Planning Committees.

DESCRIPTION OF PUBLICATIONS

Newsletter: "The Challenger" is distributed in fall, winter and spring (hard copy and electronically). The Executive Director is responsible for assisting the Communications Chair with the set up and distribution of this newsletter as outlined in the Scope of Services.

Website: The Executive Director is responsible for updating on a routine basis. www.kysna.org

SUMMARY OF CONTRACT

The candidate will be required to enter into an agreement with KSNA. While KSNA does not require the contract be the Executive Director's sole client, KSNA does require that the individual be publicly recognized as the Executive Director of KSNA. The anticipated time commitment will be approximately 20 hours per week on average, with some fluctuation throughout the year. KSNA will maintain and update the Executive Director contract on a yearly basis. Performance will be evaluated on a yearly basis and will be based on the responsibilities outlined in this RFP.

SCOPE OF SERVICES/RESPONSIBILITIES

COMMITTEE SUPPORT

Executes all decisions of the Executive Board by providing necessary liaison and staff support to Committee Chairs and Members, including but not limited to:

Administrative:

1. Provide professional, courteous and timely responses to inquiries from members, industry and general public.
2. Provide a centralized mailing address, phone number and email address.
3. Manager day-to-day KSNA operations.
4. Works with MemberClicks software program.
5. Store, inventory and keep track of all KSNA materials including the KSNA booth.
6. Update all insurance policies annually.
7. Handle all not for profit filings with the State.
8. Performs monthly computer back-ups and forwards to the Treasurer.
9. Provides a CD back-up of current year tax file to Treasurer annually.
10. Coordinates with SNA for timeline of when reports are due by board members.
11. Registers board members for required SNA meetings and processes their travel reimbursement according to KSNA travel policy.

Finance: Reports to and coordinates with the Secretary/Treasurer.

12. Be a good steward and manage the finances of the Association.
13. Process, record and deposit income, including member dues, conference registrations, sponsorships other income etc.
14. Maintain an accurate account of income and expenses.
15. Handle invoicing, receivables and payables.
16. Process payables for allotment of funds and procedures with approval of Treasurer
17. Maintain a coherent system of accounts with a support filing system.
18. Oversees compliance for IRS filing, coordinates filing with the Accounting Firm.
19. Assists the Treasurer in monitoring the annual budget and long-range forecasts in conjunction with the Executive Committee.
20. Manages and executes investments and contracts of the Association as they are established by the Board.
21. Negotiate with vendors for services as needed.
22. Prepares budget reports for timely dissemination for all Board meetings and audit reports and requests of the Treasurer.
23. Performs all other duties as assigned by the Board.

Membership: Reports to and coordinates with Membership Chair.

24. Keeps an accurate database of national, state only, industry sustaining membership and the industry partnership program.
25. Obtains membership information from School Nutrition Association SNA.
26. Distributes all materials in conjunction with the Industry Partnership Program.
27. Continuously seeks out new Industry Partnership Program and Industry Sustaining Member participants and retains current participants.

Communications: Reports to and coordinates with President/Executive Board

28. Maintains the KSNA e-mail address.
29. Maintains member email addresses.
30. Coordinates with the KSNA website designee with advertising and any other pertinent information.
31. Coordinates the design and printing of any materials and distributes as requested by board.
32. Work with the president sending letters to board members/district superintendent, notifying them of their staff member's participation with the KSNA.

Meetings: Reports to and coordinates with the President.

33. Makes all arrangements for KSNA board meetings to include meeting room, meals and hotel reservations.
34. Prepares and distributes KSNA board meeting notices and processes reservations.
35. Assists with the preparation of the KSNA Board meeting agenda.

Conference Committee: Coordinates with Conference Chair and Exhibits Chair

36. Process conference registration for attendees and exhibitors.
37. Oversee/participate running the conference registration desk and developing a work schedule for board members to provide assistance.
38. Negotiates contracts for Hotel and Exhibit center.
39. Maintains a database of vendors for Conference mailing.
40. Updates the exhibitor contracts and is responsible for printing, distributing and processing.
41. Mails/emails signed contracts with pertinent information to vendors.
42. Responsible for printing, setup and display of signage for Conference meetings and Exhibit Center.
43. Maintains and updates the registration brochure to include printing and mailing.
44. Oversee/participate in development of packets for on- site registration to include name badge, meal tickets and ribbons.
45. Prepares attendee list.
46. Oversees the printing of the Conference program book.
47. Handles all speaker Bios and AV requirements.
48. Handles the pre-set up of all AV requirements with hotel and exhibit center.
49. Coordinates with exhibit center or decorator where applicable to the needs of vendors.
50. Orders all awards and gifts in conjunction with the conference as directed by the President.
51. Handles all hotel and travel arrangements for speakers as needed.
52. Responsible for making arrangements for all photography.
53. Manage Conference on-site.
54. Compile attendee list after Conference to be distributed to participating vendors.

Challenger Publication: Coordinates with Public and Communications Chair

55. Request articles from all committee chairs, review for additions/corrections.
56. Oversees all advertising.
57. Consistently solicit new advertisers and retain current advertisers.

Legislative: Coordinates with State and Federal Chairpersons

58. E-mail communication on issues to officers and other persons as directed by the Chairperson as well as Legislative Alerts to members and other designees.
59. Register committee members for SNA LAC, secure hotel reservations for committee members.
60. Work with the Legislative chairs to update items to be distributed.

History: Coordinates with President

61. Keep paper copies of all materials produced and file under a yearly title to ensure a preservation of history for the Association.
62. Assist the President when called upon to research stored files.

FORMAT OF PROPOSAL

Cover Letter

A cover letter from respondent/company including name and phone number of the contact person.

Profile of Individual or Company

Provide a general description or resume including the following information:

1. Name or Company (if company, name individual assigned this role)
2. Location of office
3. Individual length of experience or date company establishment
4. Brief description of individual/company history
5. Information regarding other staff or contacts who could provide specific services
6. List any other beneficial information

Summary

Describe reputation and capability to successfully implement/support the Scope of Service.

Prior Experience

Give a description of experience in similar jobs. State if local, regional or national and how long in existence under current ownership or management. Provide any additional information that would be beneficial.

References

Provide references, preferably from existing or former clients, who can illustrate the candidate/company's qualifications relevant to this proposal.

SUBMISSION OF PROPOSAL

Submit Proposal in pdf file via email (preferred) or mail.

Email: Michelle Coker michelle.coker@fayette.kyschools.us
Subject Line: **KSNA RFP Proposal Submitted by (name of individual/company)**

Mail: Michelle Coker 400 Springhill Dr, Lexington, KY 40503

Questions: Michelle Coker 859-381-3839 received until 9/28/22

Received until **4:00 pm EST on Friday October 7, 2022**