



## **EXECUTIVE DIRECTOR MISSOURI PARKS ASSOCIATION**

### **POSITION ANNOUNCEMENT**

The Missouri Parks Association is seeking to contract with a person to serve as the Executive Director of the association. MPA is a not-for-profit organization with more than 3,000 members which advocates for the Missouri State Parks system. The organization is governed by a board of directors. There are no benefits provided with this position and the contractor must provide all office equipment necessary to carry out the requirements of the contract. Ability to work from home or remote location. Resumes must be received by June 16 or until position is filled. Please send resumes to:

Deborah Schnack, President  
Missouri Parks Association  
8991 CR 441  
New Bloomfield, MO 65063

More detailed information may be obtained by e-mailing [debdon49@aol.com](mailto:debdon49@aol.com)

### **QUALITIES AND QUALIFICATIONS**

- **Knowledge of and a passion for the Missouri State Park System**
- Innovative self-starter with the ability to work independently or as part of team
- Well developed oral and written communication skills that are necessary for public presentations
- Good strategic thinker with organizational skills
- BS/BA degree with experience in park systems operation or natural/cultural resource management and/or experience serving as an executive director or association manager with other not-for-profits with goals compatible with the Missouri Parks Association
- Contract compensation: \$45,000 - \$50,000 per year. Benefits not included.

## **CONTRACTED SERVICES**

### **ADMINISTRATION**

- Provide Executive Director and professional management services to the organization.
- Assist the board with meeting planning and the distribution of meeting agendas and minutes.
- Respond to e-mail, text, telephone or written inquiries for the organization.
- Manage and coordinate communications.
- Maintain data bases, files and website.
- Maintain permanent records and files of the organization.
- Coordinate financial management (annual budget, reports, revenue & expenses, taxes, etc.) with the treasurer.
- Administer grants.
- Employ, schedule and manage staff and consultants as necessary.
- Both parties may mutually agree upon other work as required.

### **MEMBERSHIP, MARKETING AND FUND DEVELOPMENT**

- Seek donations and bequests from individuals, corporations and foundations in order to build an endowment.
- Assist the board in the preparation and implementation of a fund development plan.
- Recruit new members and process renewals.
- Evaluate, maintain and update the membership and organizational databases.
- Assist editor of the newsletter with timely articles and distribution.
- Prepare and submit proposals for grants that further the mission of MPA and could help offset the expense of funding an executive director.
- Assist in the planning and implementation of fundraising events.
- Update marketing and promotional materials as well as social media sites.

### **STRATEGIC AND TRANSITION PLANNING**

- Assist the Board of Directors in the development of a Strategic plan.
- Assist in developing and updating of policies and procedures as the executive director position evolves.

### **EVENTS AND PROGRAMS**

- Work with the various committees to take forward the mission of the organization.
- Coordinate all activities and events (meetings, conferences, workshops, special events, etc.) that have been approved by the board.
- Develop and market events, programs and projects that benefit the organization and its members.
- Continue to build upon the successful organization programs in place.
- Update all project data, list, resource information and promotional materials.
- Build upon existing and new partnerships possibilities.

### **ADVOCACY AND EDUCATION**

- Address concerns of the board of directors on key statewide issues and report back to the board as may be appropriate on such issues.
- Represent the organization along with board members at local, regional, statewide meetings and events.
- Communicate concerns on the position of the board of directors to the media and public on matters of importance.
- Track proposed legislation that may affect the state park system and testify at legislative hearings.
- Maintain contact with the state park director and staff in order to stay abreast of issues.

**For more information about MPA, see: <http://parks.missouri.org>**