



KANSAS PEST CONTROL ASSOCIATION

Request for Proposal for Executive Director

Position Title: Executive Director
Reports to: KPCA Board of Directors
Hours: Part-time
Salary Range: \$28-32K
Location: At your home or current office. Preferably in Kansas

KPCA is a 501(c) non-profit trade association representing several hundred Kansas pest management companies and industry partners. KPCA does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

SUMMARY

Under direction of the Board of Directors and President, the Executive Director is responsible for the overall management and operations of the Kansas Pest Control Association and protection of the organization's financial assets, while ensuring compliance with board directives, federal and state requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Executive Director is responsible for overall operations, budget/financial management, marketing/public relations, conference management and lobbying at the Kansas Legislature. These duties and responsibilities include:

- Oversee administration of KPCA activities including maintaining a complete roster of members, collecting dues, keeping records and files orderly and current.
- Publish a quarterly print newsletter & bi-monthly email newsletters.
- Maintain the KPCA website
- Responsible for financial management of the organization including record-keeping and implementation of an annual budget in accordance with generally accepted accounting principles; Present financial reports to the Board of Directors at regularly scheduled meetings; *KPCA currently uses QuickBooks to maintain finances.*
- Oversee management of a Spring Conference in Wichita and Winter Conference in the Kansas City area including mailing notices, making arrangements with facilities, and planning the meetings with cooperation from the KPCA Education Committee.
- Assist the Education Committee with planning other training and education workshops including online training and regional training events.

- Assist with planning of a KPCA booth at the Kansas State Fair in Hutchinson.
- Support all activities associated with the Board of Directors, including attending all Board of Directors' meetings, meeting schedules and locations, development of agenda, keeping minutes and providing meeting materials; KPCA Board of Directors meets 5 times per year, in-person and via Zoom.
- Assist in development of current and long-term organizational goals and objectives as well as establish plans to achieve goals set by the Board of Directors.
- Act as a lobbyist and/or coordinate lobbying activities at the Kansas Legislature while promoting the welfare of the pest control industry; This is done in cooperation with the Government Affairs Committee.
- Interact with other organizations and personnel such as the Kansas Department of Agriculture, Legislature, National Pest Management Association, and media.
- Manage association social media accounts (*Twitter, Facebook, LinkedIn, Instagram*)

CORE COMPETENCIES

To perform effectively in this position, the individual should demonstrate the following competencies. These represent effective administration of KPCA and its programs.

Management: Maintain an effective system of internal controls to account for all receipts and expenditures of funds; Manage organization funds to maximize earnings under federal regulations; Develop reports on conferences to track profitability of events.

Job Knowledge: Understand the technical aspects of managing a non-profit or trade association; Work with the Board of Directors and provide advice and/or solicit advice from experts; Keep job knowledge up-to-date and be open to learning more about the pest management industry.

Fulfilling the Goals of the Organization: Recognize and bring to the attention of the President and Board of Directors issues that affect the organization; Be able to implement plans to reach the organizational goals as determined by the Board; Display initiative in developing action plans and resolving problems as they occur, in consultation with the KPCA President and members of the Board of Directors.

Communication: Communicate effectively with multiple audiences using a variety of formats; Examples include – written communication that clearly outlines the situation and action items, verbal presentations and briefings to members, the board of directors and other parties; Be able to present at local meetings and to outside groups regarding a variety of issues affecting KPCA.

Dependability: Seek increased responsibility while remaining conscientious, thorough, accurate and reliable with respect to achieving the organization's goals and needs; this includes being available and responsive to issues and concerns as they arise.

Computer Knowledge: Understand basics of maintaining a database and producing documents via computer; this includes an understanding of programs such as Excel, Word, Adobe, or similar.

EDUCATION AND/OR EXPERIENCE

No specific education is required. However, the Executive Director must possess above skills, knowledge, and qualities. Minimum three (3) years' experience in the business or non-profit sector are preferred, along with a proven ability to provide financial management. Background in the pest management industry is not required but considered beneficial.

PHYSICAL DEMANDS

While performing duties of this job, the Executive Director is regularly required to sit, stand, walk, and speak. The position requires computer use and knowledge so must be able to work at a computer. Requires ability to occasionally lift and/or move up to 20 pounds.

TRAVEL

The Executive Director must be able to travel to attend conferences, training and other events as required in fulfilling the responsibilities of the position.

OTHER SKILLS AND ABILITIES

The Executive Director must have the ability to plan, direct and coordinate activities, negotiate contracts, work with members, government agencies, community groups and other organizations as necessary; exhibit independent judgement in the development and implementation of plans, procedures, and policies.

More information can be found about the Kansas Pest Control Association at www.kansaspest.com

TO APPLY:

Applications should contain the following:

- Cover Letter
- Resume
- 3 Professional References
- Salary Requirements

Applications can be submitted via mail or email.

Deadline for submission is Friday, September 9. Initial interviews will begin last week of September and/or first week of October.

Contact: Spencer Duncan
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Questions? *Send an email to the above email or call 785-271-9220*