

Position Title: Executive Director of Nebraska School Nutrition Association
Posting Date: April 2021
Closing Date: Posted until filled
Location: Home office

Job Information: Weekly hours: 15 hours (average). The actual hours worked in a week will vary depending on the time of year.

Flexible to work some weekends and evenings, as needed.

Year Round Position: 12 months

Anticipated Start Date: Negotiable upon hire.

NSNA Mission: To advance good nutrition for all children.

Nature and Scope of Job : Nebraska School Nutrition Association (NSNA) is seeking applicants for the position of Executive Director. This position is responsible for the operations of the NSNA.

Responsibilities include, but are not limited to, financial record keeping, association membership and communications, marketing and publications, legislative liaison, association meetings and conferences. An ability to reach potential members is also an expectation of the applicant.

Essential Functions:

Budget/Finance

1. Manages association finances, including financial forecasting, works on budget and financial reports with oversight from the Secretary/Treasurer and NSNA Board.
2. Responsible for maintenance of NSNA's nonprofit tax status and ensures the association's federal tax filing is completed annually.
3. Prepares documents for annual audit.
4. Accounts payable, accounts receivable and bank reconciliations.
5. Negotiates contracts and manages investments.

Membership/Marketing:

1. Organization and support of association membership, including member recruitment, membership status and contact information, and association communications.
2. Responsible for content, design, editing, mailing, and advertisement coordination of the NSNA quarterly newsletter in coordination with the newsletter chair.
3. Maintains NSNA website content with current and relevant information and association updates with the webmaster.
4. Works with the industry chair(s) to create and distribute annual exhibit prospectus and vendor packets
5. Works with NSNA board to maintain a current social media presence.

Conferences & Workshops

Manages planning and execution of logistics for all association conferences and workshops, coordinating responsibilities with conference committee chairs.

Board Meetings

1. Makes all arrangements for NSNA board meetings including preparing materials, meals and meeting rooms.
2. Serves on the NSNA board and executive team as a non-voting member.

Public Policy & Legislation

1. Participate in and keep informed on NSNA legislation interests coordinating with NSNA's Public Policy and Legislation group, lobbyist and other key positions involved in legislation relevant to child nutrition.
2. Help coordinate Day on the Hill in Lincoln and Washington DC.
3. May be requested to testify on legislation relating to child nutrition or other closely related interest or allied groups.

Qualifications

1. Degree preferred, or equivalent work experience.
2. Experience coordinating events and exhibits preferred.
3. Experience developing and managing budgets, and financial reports.
4. Willingness to learn about the issues and trends that pertain to Child Nutrition.
5. Strong consensus building skills; the ability to be open, transparent, collaborative and collegial, but also appropriately decisive as needed to meet association goals.
6. Relationship building skills to work effectively with many different professionals both within the NSNA association as well as with external organizations and the public.
7. Demonstrated experience and skills in current technology including computer technologies for planning, budgeting, scheduling, word processing, document layout and design, financial recordkeeping, and other organizational activities.
8. Demonstrated ability to effectively plan, schedule, and use resources; reach logical conclusions and make high quality decisions involving others appropriately in the decision-making processes; and take action and accept responsibility for actions and consequences.
9. Demonstrated ability to communicate effectively in written and oral form, using language that is appropriate to the person or group.
10. Demonstrates a high degree of professional ethics and integrity to create and maintain trust and credibility. Must be bondable.
11. Requires use of a personal vehicle. Valid driver's license and use of personal vehicle required.

Reports to: NSNA Board of Directors

Apply to:

Nebraska School Nutrition Association

PO Box 94921

Lincoln NE 68509-4921

Submit resume, letter of interest, 3 professional references

Terms of Employment This is a contracted position based on an average of 15 hours per week at \$20 per hour. The workload will vary from week to week depending on the needs of the organization.

Twelve-month position.

Option of working additional compensated hours outside of the normal contract hours subject to board approval.

Able to travel as required by the NSNA board, to national, state and regional conferences, trainings, and meetings.

Terms of employment are for one year from date of hire, and are subject to the discretion of the NSNA Board.

A comprehensive background check will be conducted. The completion of a successful background check is required for employment.