

**Position Opening – Executive Director
Kansas Academy of Nutrition and Dietetics, Inc.**

The Kansas Academy of Nutrition and Dietetics Executive Committee seeks to hire an independent contractor to fill the position of Executive Director.

The Executive Director shall devote his or her attention, energy and best efforts on a part-time (approximately 20 hours per week) basis as an independent contractor for KSAND and shall perform the following duties:

- a. Executive Director shall maintain a central office, which shall be used to fulfill the specified services for the KSAND.
- b. Executive Director will be responsible for regularly monitoring a business phone maintained by the KSAND. An answering machine or phone messaging service may be used for this purpose. Executive Director shall handle business from incoming calls in a timely manner, within three (3) business days; time sensitive issues, e.g., website access, Executive Board requests take precedence over day-to-day business functions. Special arrangements will be made during periods of Executive Director's planned absences to have a KSAND officer or board member assume these responsibilities, as necessary. A two (2) week notice of planned vacation time is expected.
- c. Executive Director shall receive and answer or forward mail and e-mail to the appropriate KSAND or KSANDF officer or board member on a timely basis, usually within 3 business days of receipt of the written or electronic communication. Executive Director will maintain both a United States mailing address and an e-mail address for KSAND correspondence.
- d. Executive Director shall assist the Treasurer in the fiscal management of KSAND and KSANDF.
- e. Executive Director shall be responsible for word processing, ordering supplies, printing and issuing labels, mailing of bulk information, and set up of and recording of teleconference calls as needed/requested. Executive Director will also be responsible for posting to the website or the electronic distribution of items such as E-blasts to members, the newsletter and ballots and will make provision to send hard copies of such items to members who request them or who are known not to have access to electronic communications.
- f. Executive Director shall assist the Editor of the *KSAND Communicator* newsletter in posting up to four (4) editions of the newsletter to the KSAND website, if necessary.
- g. Executive Director shall attend all KSAND Executive Board, Executive Committee, and KSANDF Executive Board meetings or conference calls with the exception of Executive Sessions during which the Executive Director contract and the performance thereof are discussed. Executive Director may participate in the meetings, but will not be entitled

to a vote. Executive Director is not eligible to run for an elected KSAND position and may not be appointed to a position on the KSAND or KSANDF Executive Boards.

- h. Executive Director shall provide storage for KSAND and KSANDF records and publications.
- i. Executive Director shall be the primary KSAND website administrator and liaison with the web host working in conjunction with the Website Team and other designated KSAND members to maintain operation and functionality of the website. Recommendations for enhancements or operational efficiencies are brought to the KSAND Board of Directors for approval and budgeting, if applicable.
- j. Executive Director shall perform duties designated for the Executive Director in the planning and delivery of the KSAND Annual Conference in spring of each year and any preliminary planning for the KSAND Annual Conference schedule for the upcoming year.
- k. Executive Director shall perform duties designated for the Executive Director supporting the KSANDF Board of Directors and the activities of the KSANDF.

If interested in applying for this position, then please email your resume and two letters of reference to director@eatrightks.org. **Deadline for submissions: November 27, 2017.**