



## **Missouri Association of County Clerks and Election Authorities Executive Director – Position Posting**

### **Background & Description**

The Missouri Association of County Clerks and Election Authorities (MACCEA) is a professional association of county clerks and election authorities from Missouri's 116 counties and election authority jurisdictions.

MACCEA's Executive Board is comprised of elected county clerks and appointed election directors whose full-time jobs are to manage county offices, conduct high profile elections, and work in the challenging environment of county government administration. The Board is a volunteer position and officers are elected by the association membership with additional members appointed by the Board President. The new Executive Director position will help the Board better support our membership in their roles as county clerks and election authorities, as well as support the association's vision, mission, and goals.

MACCEA seeks a contract Executive Director with diverse non-profit management, governance, conference planning, and communications experience. The Executive Director reports to the 12-member MACCEA Executive Board. Duties and association management are delegated to the Executive Director by the MACCEA Bylaws and under the direction of the Executive Board.

**Title:** Executive Director, Missouri Association of County Clerks & Election Authorities

**Type:** Contract position

**Posting Date:** November 1, 2021 – November 17, 2021

**Salary Range:** \$55,000 - \$65,000, commensurate with experience

**Start Date:** On or prior to January 3, 2022

**Location:** Negotiable; statewide travel required

### **Routine and recurring work includes:**

- In cooperation with the Board President, prepares minutes and agendas for meetings;
- Facilitate logistics (in-person and virtual) for meetings and conferences throughout the year;
- Organize and lead necessary follow-up actions from Board and Association meetings;
- Develop new initiatives, with input and guidance of the Board, to further MACCEA objectives;
- Manage the content of the MACCEA website;
- Proactively initiate and maintain regular communications with the 12-member Executive Board;
- Work with the Executive Board to implement MACCEA's Strategic Plan;
- Research funding sources, including sponsorships, grants, etc.;
- Work directly with county clerks and election directors to address concerns, answer questions, and support them in their offices; and,
- Exhibit knowledge and expertise in the content areas of county government for which county clerks and election directors are responsible.

### **Desired Qualities of Successful Candidate**

- Ability to work in conjunction with the Executive Board to develop strategic plans, annual goals, and objectives, including a 5/10-year vision for the association.
- Ability to develop and execute communications strategies.
- Ability to identify, retain and cultivate relationships with vendors to grow sponsorship opportunities and impact.
- Ability to navigate diverse political contexts.
- Proficiency and proven ability to create and maintain a team environment with all members.
- Knowledge and experience with compliance regulations for membership organizations.
- Have a strong presence, a strong understanding of association members' operations and have a strong commitment to forwarding the association goals.
- Demonstrates knowledge and preferably experience with social media communication.

### **Desired Qualifications of Successful Candidate**

- Bachelor's degree in public administration, business, or other closely related field; or any combination of education/experience.
- Advanced computer skills. Experience with virtual meeting technology, website content management, and group collaboration technology.
- Demonstrated leadership skills, ability to create and manage a budget, and adherence to professional standards.
- Experience in policy development and implementation and/or government relations, and the ability to work with the association lobbyist on association policy agenda.
- Experience working in elections, public sector budgeting and human resource management, and an understanding of Missouri county governance statutes (preferred).
- Demonstrated success to handle press/media and manage positive public relations.
- Experience with training and program implementation.
- Conference and meeting planning experience.

**Procedure for Applying:** Submit electronic copies of a current resume, qualifications, and references, together with a cover letter indicating interest in the position to Shane Schoeller, Board President, and Kara Clark Summers, Board 1<sup>st</sup> Vice President, at [sschoeller@greencountymo.gov](mailto:sschoeller@greencountymo.gov) and [kclark@capecounty.us](mailto:kclark@capecounty.us). Deadline for applications is 4:30 p.m. Friday, November 19, 2021.

MACCEA embraces diversity and inclusion on all levels. All qualified applicants will receive consideration without regard to age, politics, ethnicity, color, race, religion, sex, sexual orientation, gender identity or expression, genetic information, marital status, national origin, disability status or protected veteran status.