



J O B P O S T I N G

Executive Director of KRA

Kansas Roofing Association (KRA) is looking for an outstanding individual to fill our position as Executive Director of KRA. KRA is a 501c(6) organization. The Executive Director must be able to create strong connections and build lasting relationships, while blending analytical and interpersonal skills. Previous association management experience is preferred.

Board Meeting/Financial Duties

- Set up venue/agenda, provide paperwork and meeting minutes for all Board meetings 3-4/year
- Provide financial statements to Board of Directors
- Maintain business bank accounts, reconcile Star Chapter statements
- Prepare invoices as needed
- Ensure annual report and tax returns are completed, and submitted

Events Duties

- Host 4-5 Educational events and golf/clay shooting events per year
- Confirm prospective event dates, speakers, secure venues, and sign contracts
- Prepare registration forms, sponsorship information
- Highlight meeting details in eNews, website and social media platforms

Membership Duties

- Maintain membership renewals and files up to seven years
- Receive and process new/renewal memberships
- Maintain prospect list/prepare prospect membership mailings

Public Relation Duties

- eNewsletter 2x Month
- Maintain website and email list
- Build Industry relationships

The Executive Director is considered an independent contractor. Contract pay is \$2,400/Month. This position is 85% remote. The average working hours are between 450-500 annually.

Website www.kansasroofingassociation.org

To apply for this position, please email your resume to office@kansasroofingassociation.org or call 785.393.4478 for more information.