

Request for Applications

*Coordinator – Missouri Association of Levy
Boards and Senior Organizations*

Application Deadline: Friday, November 19 at 5 pm
(Extended to November 30)

Responsibilities

We are seeking proposals from qualified individuals or teams to work with the association's executive committee to manage and facilitate:

- Hosting monthly educational sessions on best practices and governance issues.
- Developing association communications to promote the association and resources, including working with a graphic designer and website developer to develop a website.
- Developing a toolkit and other documentation that can help advocates in counties that are considering pursuing a senior levy fund.
- Responding to advocates who have expressed interest in developing a senior levy campaign. This may include presentations to community partners via Zoom or in-person and helping them connect to resources to determine their readiness for the work and next steps.
- Working with association members to respond to policy issues that are relevant for the association and older Missourians, as prioritized by association members.
- Other occasional duties related to operations of the association and the grant (e.g., scheduling meetings and sending out reminders, grant reporting).

Selected applicant(s) should be able to demonstrate successful experience in coordinating projects involving multiple stakeholders, including government and non-profit institutions. An ability to demonstrate experience related to policy advocacy and relevant communications is important. Experience with collaborative work related to public health or social services in Missouri and/or older adults and aging network services is beneficial, but not required

The St. Louis City Senior Fund is serving as the fiscal agent and administrator for this contract. Work can be largely carried out remotely but will require some occasional, multi-day travel (3-4 times per year) to locations throughout Missouri.

Anticipated Time & Compensation for Contract

The grant which supports this position is effective from December 2021 – November 2023. This position is a short-term contract position. Hours will vary, however commitment of 25 – 30 hours a week is anticipated, at least in the beginning. Compensation is commensurate with experience and will be between \$40 - \$55 per hour.

How to Apply

Interested applicants should submit a brief proposal that includes the following:

- Summary of overall qualifications and experience, including a description of similar work you have managed in the past
- Resume or CV(s)
- Confirmation of services to be provided and estimated cost per hour and year
- 2-3 References

Applications should be sent via email to: Jamie Opsal, Executive Director, St. Louis City Senior Fund at jopsal@stlseniorfund.org no later than Friday, November 19 at 5pm (Update: Extended to November 30).

Applications will be reviewed by MoALSO executive committee members and will be evaluated based on the qualifications of the applicant, scope of services, costs, and specialized experience.

Questions

Please contact the St. Louis City Senior Fund with questions about this request for applications or any other information regarding MoALSO.

Jamie Opsal
Executive Director
jopsal@stlseniorfund.org
(314) 535-6964, Ext 12

The St. Louis City Senior Fund reserves the right to reject proposals submitted, to request additional information or clarification from any or all applicants, and/or negotiate changes with applicants at any time before, during, or after the contract process. Contracts are made at the sole discretion of the Senior Fund. No entitlement to funding for any individual or organization at any level is expressed or implied.

Each applicant, in seeking, receiving, or possessing a request for applications and/or in submitting an application in response does release, indemnify, and hold the Senior Fund and its various employees, representatives, and agents harmless from and against all claims and demands of any and all loss, cost, damage, or liability of whatever nature, which may be asserted against or imposed against the Senior Fund as a result of issuing requests for applications, making any revisions thereto, conducting a selection process and subsequent negotiations, and making a final recommendation and/or entering into a contract agreement. The Senior Fund will not be responsible for any expenses incurred in the preparation or presentation of any proposal.

The St. Louis City Senior Fund is an equal opportunity workplace and is an affirmative action employer and expects the same of any contractors. We are committed to equal opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status.