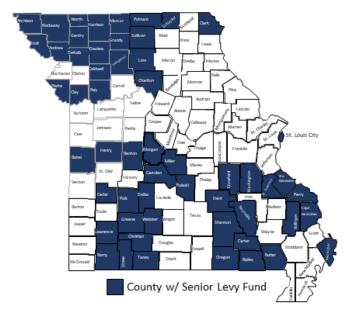
Request for Applications

Coordinator – Missouri Association of Levy Boards and Senior Organizations The Missouri Association of Levy Boards and Senior Organizations (MoALSO) is seeking applications from qualified individuals or teams to facilitate educational and collaborative activities for current association members, outreach to increase the number of senior levy funds who are association members, and development of tools and communications that can be used by advocates for new senior levy funds and older adult related policy issues in Missouri.

Background

To meet the growing demand for home and community-based services for older adults, 15 states across the United States have successfully used levy funds to support local aging services. Missouri is one of states that established a levy funding source called "Senior Citizens' Services Fund." Passed in 1989, the state statute allows counties to seek approval from voters to levy property taxes to fund home and community-based services for residents who are 60 years and older. Currently, 54 Missouri counties and the City of St. Louis have created senior levy funds.

The current 55 senior fund boards have had an informal network since 2005. This network has been supported by volunteers, primarily staff from some of the levy funds and board members. The network has had success supporting each other by sharing policies and procedures, presenting to advocates in counties that want to pass senior levy legislation, and connecting to other collaborative networks. However, as the network has expanded and the potential opportunities for policy and other systems change that could occur with the right support have presented itself, these volunteers are not enough.



In 2020, three of the senior levy funds (Clay, Platte, and St. Louis City) initiated work to establish the network as a formal association. MoALSO is modeled after the Missouri Association of County Developmental Disability Services (MACCDS) which is an 84-member county board and affiliated agencies that host conferences to bring together innovative ideas to broaden perspective of member counties to Missouri and makes strong impact on legislative initiatives. Missouri is the only state at this time that is forming a formal association for its senior levy boards.

With support from a grant from the Missouri Foundation for Health, MoALSO is seeking a contractor(s) to help move forward the work of developing the association and strengthening the network of senior levy funds.

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.