

Missouri Association of State Troopers Emergency Relief Society



Career Opportunity

Position Title: Executive Director

Contact Person: Elaine Libla, Executive Director
The MASTERS
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Poplar Bluff, MO 63901
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MASTERS Background: The MASTERS is a 501(c)(3) non-profit organization that was formed in 1979 for the sole purpose of assisting the families of members of the Missouri State Highway Patrol who die in the line-of-duty. This commitment has never changed and since 1979, twenty-one troopers have lost their life in the line-of-duty. Each time MASTERS was there to assist these families. Over 1,500 individuals from Missouri and neighboring states are currently members. For more information, visit www.themastersmo.org.

Position Summary: The Executive Director is responsible for the overall day-to-day operation of the organization and is critical to the overall continued success of MASTERS. The Executive Director must not only maintain, but build upon the vision and commitment of MASTERS.

Responsibilities:

The responsibilities include, but are not necessarily limited to:

- Report to, and work closely with, Board of Directors, seeking their involvement in decisions
- Communicate effectively with the Board of Directors, providing information in a timely and accurate manner to keep them updated in all matters

- Work (in conjunction with directors) with surviving spouse, or designated family member, in the event of a line-of-duty death
- Maintain contact with family of fallen officers
 - Work with dependent children and surviving spouse on scholarships
- Implement any approved changes to Bylaws
- Maintain financial and membership records
- Review and pay all invoices
- Compile information and work with CPA at year-end to prepare tax forms and Directors' Review Report
- Maintain payroll records and file quarterly employer tax reports
- Prepare annual budget
- Oversee investments
 - Work with Investment Committee in researching and choosing investments
- Work with designated person at GHQ to plan Annual Banquet and Patrol Awards Ceremony
- Assure that insurance coverage approved by the board is properly maintained
- Oversee organization of Board and Membership Meetings
 - Prepare board reports
 - Attend Board and Membership Meetings
 - Prepare minutes of meetings
- Maintain website
- Work with those individuals/groups who host fundraisers to benefit the organization
- Maintain supply of logo items
- Assure that any necessary forms required by the state are properly filed and updated as needed
- Assist President and/or Board with any special projects
- Maintain all the records associated with MASTERS
- High level of professionalism required at all times

Qualifications:

The qualifications include, but are not necessarily limited to:

- High school diploma required; college degree desired
- Strong written, interpersonal, and oral communication skills
- Strong organizational skills
- Proficient in use of QuickBooks
- Proficient in use of Microsoft Office...Word, Excel, Power Point Presentations
- Skills to communicate with, and motivate, board members
- Ability and willingness to be flexible
- Comfortable in making public presentations when representing MASTERS
- Must be motivated and a self-starter who requires little supervision to meet the expectations for this position

- Understands the sensitivity of confidentiality of the information gathered for the determination of family benefits

Salary:

- Successful applicant will serve a probationary period of 60 days as Assistant Executive Director and will work closely during this period with the current Executive Director
 - Starting salary of \$33,000 during probationary period
- Following the successful completion of the probationary period, the individual is eligible for a salary increase and a reclassification to Executive Director
- Negotiable depending on skills and experience

Additional Information:

- Must cooperate with, and provide information, for completion of a background investigation which includes signing information releases and submission of fingerprints for a criminal history check.
- Work from home or office will be considered
- Normal work period, while flexible, is Monday – Friday, but the Executive Director must be available anytime in the event of a line-of-duty death or other emergency situation.
- Must reside and work in the state of Missouri
- This is considered a full-time FLSA exempt position
- Individual serves at the pleasure of the Board of Directors
- Interviews are anticipated in September/October time frame
- As soon as a suitable candidate is selected and approved by Board of Directors
- Office location determined based on position being filled

Application Process:

- Interested applicants should submit a resume by mail to: The MASTERS, 5287 Hwy 67 North, Poplar Bluff, Missouri 63901, or
- Email to: office@themastersmo.org
- Applicants may be forwarded an application requesting further information

Application Timeframe:

- Deadline to submit resume: July 1, 2019

**Missouri Association of State Troopers Emergency Relief Society “The MASTERS”
is an Equal Opportunity Employer**