



Job Title: NASP® Alumni Director (Kentucky NASP® pilot)

Job Class: NASP® Independent Contractor Position

Reports to: NASP® and KY NASP® Coordinator

To Apply: Please email resume to lisa.frye@ky.gov.

Only resumes with evidence of essential job requirements will be considered.

SUMMARY: Since 2002, The National Archery in the Schools Program has involved over 18 million participants. As NASP® began in Kentucky, we believe the timing is right to start the process of forming a pilot NASP® alumni association beginning with former KY NASP® students and coaches.

BENEFITS: This position is an independent contractor position with compensation of up to \$500 monthly to be explained during the interview process. The selected applicant will be responsible for all aspects of the NASP® Alumni Association Kentucky Pilot and report to and receive support from the KY NASP® coordinator as well as input and support from the NASP® national office.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned).

- Support the goals and mission of NASP® and KY NASP®
- Demonstrate the strong desire to grow the NASP® Alumni Association in the pilot state of Kentucky, and to bring members onboard
- Provide strategic direction and leadership to engage students, alumni, parents, and friends of NASP® with each other.
- In cooperation with the KY NASP® Coordinator and representatives of the NASP® National office, set strategic goals and priorities for alumni programming, consistent with the goals and priorities of NASP® and KY NASP® including the evolving needs and interests of KY NASP® Alumni.

- Provide leadership and operational oversight to volunteers in the implementation of programs, services, activities and events bringing various constituent groups together.
- Conduct events in conjunction with KY NASP® alumni through programming with KDFWR R3 efforts, Archery and Outdoor industry, conservation organizations, and NASP®.
- Plan, organize and implements a comprehensive volunteer organizational structure that stimulates volunteer involvement in a variety of capacities on behalf of NASP® in Kentucky.
- Lead, plan, organize and implement all events associated with NASP® Alumni Association.
- Work closely with the KY NASP® Coordinator to enhance sustainable, positive and mutually rewarding alumni relations, outdoor experience exploration, and all future stewarding programs.
- Serve as the editor of the NASP® Alumni Association online newsletter. Must have time to commit monthly to development, design, and communication on social media etc. with updated content from communication with outside entities (NASP® coordinators, R3, Industry, other)
- Oversee NASP® Alumni Association activities in collaboration with the NASP® national office.
- Create annual work plan with goals and objectives and formulate budgets to support those plans in collaboration with the KY NASP® Coordinator.
- Work with KY NASP® Coordinator to provide bi-annual or annual financial updates to alumni on how alumni funds were spent/utilized/saved etc.
- Annually assess progress and impact of all programs against annual goals with KY NASP® Coordinator.
- Provide accurate and timely updates to the KY NASP® and NASP® web sites – Share success stories of NASP® Alumni.
- Demonstrate comfort in speaking in front of large and small groups on behalf of NASP® and KY NASP® Alumni.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Interested applicants must have been a previous participant in KY NASP®; currently working on or hold a post-secondary degree; demonstrate strong working knowledge of and demonstrated evidence in positive social media and technology applications. The

candidate must possess strong organizational, oral/written communication, creative writing and leadership skills, and must be willing to take initiative whenever possible for the benefit of the NASP® Alumni Association KY NASP® pilot. The candidate must demonstrate that they can work as a team member and work effectively with volunteers. The candidate must have the ability to work under pressure and meet deadlines and oversee multiple programs/projects simultaneously. The successful candidate must also be willing to travel occasionally and maintain occasional evening and weekend hours.

Special event and public relations experience is highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS: Must hold a valid driver's license

LANGUAGE SKILLS: Must demonstrate excellent verbal and written English skills including grammar.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Must possess strong organizational, communication, and leadership skills; solid writing and computer skills; knowledge of general office procedures. Must take pride in and be thorough in quality of work produced; must be able to effectively utilize technology.

REASONING ABILITY: Must be able to work effectively with volunteers and oversee multiple programs and volunteer initiatives simultaneously; must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies; must be able to work independently and must retain confidential information.