

Economic Lifelines

Request for Executive Director/Association Management Services

Economic Lifelines, a leading transportation coalition in Kansas, seeks proposals for an Executive Director/Association Manager. Specifically, proposals are sought from qualified firms or individuals to provide association management, communication and outreach services to members, the public and the Kansas legislature.

Responsibilities/Activities include

- Effective advocacy for state funding dedicated to the transportation program.
- Coordination of public relations and communications efforts among Economic Lifeline members and the public.
- Maintenance of email list of members and larger universe of interested parties.
- Develop messages for distribution and the delivery of emails to members providing current legislative updates and alerts.
- Organize meetings with members, advocates and stakeholders around the state.
- Continue to recruit new members. Leverage local stakeholders to communicate with and persuade legislators to support transportation funding.
- Organize regular meetings of the executive committee.
- Educate stakeholders on issues related to transportation.
- Assist in educating legislators on the importance of transportation to the State and especially to their constituents and communities.
- Communicate the importance of federal funding to the Kansas federal delegation and provide updates on Federal transportation issues to the membership.
- Organize a minimum of one membership meeting annually and meet with members in local communities.
- Organize a Day at the Capitol for EL members in coordination with KCA and Executive Committee.
- Responsible for managing the finances of Economic Lifelines.

Skills required

- Motivational skills: ability to organize and motivate stakeholders to work together to actively protect transportation funding.
- Communication skills: ability to translate technical information about transportation and KDOT funding issues into easy-to-understand language; keep members and broader transportation stakeholders informed and involved.
- Membership development skills: ability to retain and motivate current members, recruit new members and new membership fees plus secure additional funds for unanticipated activities from key stakeholders
- Ability to work across political party lines and with diverse constituencies

- Organizational skill: ability to work with the treasurer to maintain the budget, maintain email lists etc.
- Advocacy skills: going well beyond a traditional monitor and report approach-- persuasive skills are needed to press points and urge action.

Please include any of the following for consideration:

1. Firm overview/Experience/Resume.
2. Bios.
3. Active client list.
4. Outline the approach you would take as Executive Director/Association Manager to manage the organization and advocate for the transportation industry.
5. Cost proposal.

Interviews will be conducted by members of the Economic Lifelines Executive Committee.

Please submit RFP by February 28, 2019 to:

Dan Watkins, Co-Chair
Economic Lifelines
901 New Hampshire St, Suite 200
Lawrence, KS 66044