



An Affiliate of the School Nutrition Association

School Nutrition Association of South Carolina (SNA of SC)
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Jenaffer Stevenson, President
Joyce C. Lovett, Executive Director

August 29, 2024

The School Nutrition Association of South Carolina is an association of volunteers who are dedicated to the health and well-being of the children of South Carolina. We are searching for an Executive Director to begin working with our Association January 1, 2025. We encourage individuals to apply. If interested, please review the packet below and respond by September 11, 2024 by 5 pm.

Included in this packet you will find a list of items which will help you in the development of your proposal.

- General information and description of the School Nutrition Association of South Carolina.
- Executive Director Job description
- Detailed description of duties and responsibilities as well as position requirements
- Instructions for submitting a proposal

Finalists will be selected by September 13, 2024 and interviews will be scheduled for September 16th and 17th. If you have any questions, please reach out to Jenaffer Stevenson, at jenafferstevenson@pickens.k12.sc.us

Sincerely,

Jenaffer

Jenaffer Stevenson
President
School Nutrition Association of South Carolina

*****Job Opportunity: Executive Director/Expo Coordinator*****

Organization: School Nutrition Association of South Carolina (SNASC)

Location: South Carolina (Statewide)

Position: Full-Time, Executive Director/Expo Coordinator

The School Nutrition Association of South Carolina (SNASC) is seeking a dynamic and experienced Executive Director to lead our organization in promoting the importance of nutrition education and healthy eating habits among students across the state.

Key Responsibilities:

Leadership & Management: Provide visionary leadership and strategic direction to advance the mission of SNASC. Oversee day-to-day operations, including program support and development, financial management, and staff direction and supervision. The Executive Director/Expo Coordinator is responsible for effectively managing the affairs of the School Nutrition Association of South Carolina (SNASC), responding to the needs of members, and assisting the Executive Board in reaching the goals set forth by the association.

Position Requirements:

Education/Experience: Associate degree preferred or a combination of experience and education

Knowledge and Experience: Knowledge of school nutrition or association management is highly desirable with a minimum of 5 years' experience in a Leadership role preferable related to nutrition.

Must have a valid Driver's License

Must be a resident of South Carolina

Must have a fully functional home office to include reliable internet

Must have reliable Transportation

Must have strong knowledge and use of technology

Must have excellent communication, interpersonal, and organizational skills.

Must attend events as outlined in the Policy & Procedures Manual

Scope of Services:

COMMITTEE SUPPORT

Executes all decisions of the Board of Directors by providing necessary liaison and staff support to Committee Chairs and members, including but not limited to:

Executive Committee Meetings: Reports to and coordinates with the President.

1. Makes all arrangements for SNASC board meetings to include meeting room, meals and hotel reservations.
2. Prepares and distributes SNASC board meeting notices and processes reservations when necessary.
3. Set up all room arrangements for the SNASC board meetings.
4. Provides copies of materials to be reviewed during meetings as needed.
5. Performs all other duties as assigned by the Board.
6. Coordinate and attend Governing Board Meeting and Orientation, assisting with:
 - a. Site coordination
 - b. Preparing meeting documents
 - c. Maintaining meeting minutes and distributing accordingly

Budget/Finance: Reports to and coordinates with the Secretary/Treasurer.

1. Manages the finances of the Association along with the Treasurer.
2. Assists the Treasurer in monitoring the annual budget and long-range forecasts in conjunction with the Executive Committee.
3. Manages and executes investments and contracts of the Association as they are established by the Board.
4. Assists with annual budget meetings.
5. Collects all payments (registrations for conferences/trainings), makes deposits, and provides receipts to treasurer.

Membership Committee: Reports to and coordinates with Committee Chair.

1. Keeps accurate database of individual, school district owned and industry membership.
2. Obtains membership information from SNA.
3. Distributes all materials in conjunction with Industry Membership Program, including processing memberships, renewal notices, member benefit fulfillment and marketing/selling activities.
4. Continuously seeks out new Industry Member participants and retains current participants.
5. Work with committee chair to market the benefits of an SNASC Membership.

Fundraising Committee:

1. Assists with administration of fundraising activities as directed by the committee.
 - a. Marketing and promoting exhibitors to donate to raffle
 - b. Marketing, selling, invoicing and fulfilling conference sponsorship packages
 - c. Maintaining annual state license

Leadership Development Committee: Reports to and coordinates with Committee Chair/Past President.

1. Manage SNASC annual election process including:
 - a. Coordinate with Nominating Chair regarding timeline and needs for potential candidates
 - b. Verify that members nominated for elected positions or committee appointments meet the eligibility criteria as established in SNA of SC bylaws.
 - c. Informing members of nomination and election process
 - d. Initiating voting process and closing voting process

Professional Development Committee: Coordinates with Conference Chair and Exhibits Chair for the Annual Conference, USDA Conference, Chapter and Director Meetings

1. Acts as conference registration chair for attendees and exhibitors. Sells and processes exhibitor and attendee registrations.
2. Manages Registration, interfacing with others to coordinate online registration for each event, trouble shoot registration issues, process refunds and reconciliation of credit cards.
3. Responsible for running the conference registration desk and developing a work schedule for board members and volunteers to provide assistance.
4. Negotiates contracts for Hotel, Exhibit center, entertainment, General Session speakers. Handles all logistical planning with hotel, manages sleeping room block and reconciliation of invoices.
5. Maintains a database of vendors for Conference mailing.
6. Updates the exhibitor contracts and is responsible for printing, distributing and processing.
7. Mails signed contract with pertinent information to vendors.
8. Responsible for printing, setup and display of signage for Conference meetings and Exhibit Center.
9. Maintains and updates the registration brochure to include printing and mailing.
10. Prepares packets for on site registration to include giveaway bags, name badge, meal/beverage tickets and ribbons.
11. Prepares attendee list.

12. Develops and oversees the design, layout and printing of the Annual Conference, attendee packet and exhibitor packet. Coordinates all additional conference print needs.
13. Handles all speaker Bios, AV requirements, and handout printing needs.
14. Handles the set up of all AV requirements with hotel and exhibit center.
15. Coordinates with exhibit center or decorator where applicable the needs of vendors.
16. Orders all awards and gifts in conjunction with the conference as directed by the President.
17. Handles all hotel and travel arrangements for speakers as needed.
18. Responsible for making arrangements for all photography.
19. Manage conference on-site. Coordinates all miscellaneous conference needs such as volunteers, signage, conference events, etc.
20. Responsible for management of conference on-site office. Ensuring adequate supplies are available for all last minute needs.
21. Compile attendee list after conferences and meetings to be distributed to participating vendors.
22. Coordination and tallying of conference evaluations.

Industry Council and Exhibit Committee: Coordinate with Industry Council and Exhibits Committee.

1. Attends Industry Council and Exhibits Committee meetings.
2. Assists Industry Council and Exhibits Chair with communications, agenda development, meeting logistics and materials needed for meeting as needed.
3. Assists with booth placement coordination.
4. Assists Committee chairs with the ambassador program.
5. Provides committee with updated list of Industry Memberships as needed.
6. Creates and distributes marketing materials for event sponsorships and actively recruits event sponsors.
7. Maintains event sponsorship sales data.
8. Manages state Industry Membership recruiting and marketing efforts.
9. Ensures all components of Industry Membership are executed as indicated per Industry membership level.

Nutrition and Legislation Committee: Coordinates with Committee Chair.

1. Email/Post communication on issues to committee members and other persons as directed by Committee Chair
2. E-mail Legislative Alerts as they occur.
3. Register committee members for the National Legislative Action Conference (LAC) and secure hotel reservations for committee members.
4. Work with the Nutrition and Legislation chair to update items to be distributed at LAC and any state advocacy days.
5. Assist with organizing SNASC advocacy events.
6. Order any supplies needed for legislative events.
7. Serves as the contact person for allied organizations involved in policy development.
8. Assists Nutrition and Legislation Committee Chair with communications, agenda development, meeting logistics and materials needed for meeting as needed.

ADMINISTRATIVE

1. Store, inventory and keep track of all SNASC materials including the SNASC booth.
2. Update all insurance policies annually. Secure additional insurance policies for SNASC events as needed.
3. Handle all not for profit filings with the State.
4. Performs monthly computer back-ups and forwards to the Treasurer.
5. Provides a back-up of current year tax file to Treasurer annually.
6. Manage member calls and emails

7. Assist Committee Chairs and Executive Committee as needed.
8. Assist in coordination of SNA items i.e. awards program, Future Leaders, board needs, member dues, etc.
9. Keep paper copies of all materials produced and file under a yearly title to ensure a preservation of history for the association.
10. Assist the President when called upon to research historical documentation.
11. Attend SNA National Leadership Conference and other educational conferences as mutually agreed upon.
12. Coordinate Board of Director SNA Trips including:
 - a. Sending out reminder and Board of Directors travel form to initiate travel
 - b. Booking hotel, registration and flights for board members who request assistance
 - c. Travel reminder and important details
 - d. Misc. needs: coordinating group dinners, SNASC materials needed for conference, handling travel issues, etc.
13. Prepares and sends calendar appointments for all SNASC Board of Director, Executive Committee and Committee meetings and events.
14. Manages all SNASC documents, including, but not limited to, Articles of Incorporation, Bylaws, Meeting Agendas/Minutes, Policies and Procedures, forms, contracts, conference materials and etc.

PUBLIC INFORMATION & COMMUNICATIONS

1. Maintains the SNASC e-mail address.
2. Maintains member e-mail addresses.
3. Maintains and updates the SNASC website with advertising and any other pertinent information.
4. Coordinates the design and printing of any materials and distributes as requested by the Chair.
5. Work with Board of Directors in sending letters to board members district superintendent, notifying them of their staff member's participation with the SNASC
6. Oversees all advertising and consistently solicit new advertisers and retain current advertisers.
7. Promote and distribute an electronic Bi-Monthly Newsletter.
8. Manages all updates to web site content in a timely manner and on a consistent basis.
9. Manage SNASC inquiries from speakers, media, students, industry, etc.
10. Coordinates and Manages all social media pages.
11. Works with committee chairs for any communications required by committees.
12. Serve as the primary spokesperson for SNASC. Advocate for policies and initiatives that support student nutrition and wellness at the local, state, and national levels. Foster relationships with stakeholders, including schools, government agencies, and community organizations

ORGANIZATIONAL NEEDS

1. Maintain member and prospect database for mailings.
2. Reports to and coordinates with chair of event. Prepares and distributes all materials as requested by the Chair of the event.

General Performance Standards:

Job knowledge: Demonstrates level of content knowledge needed to perform a full range of job responsibilities. Able to work successfully as a part of a team to achieve results.

Customer Service: Demonstrates good listening skills and addresses complaints or concerns promptly and responsively. Interpersonal interactions are positive, professional, respectful and courteous.

Professionalism: Demonstrate a culture that is inclusive and values differences. Listens with an open mind. Strives to advance the public image of school nutrition programs. Takes pride in appearance, language, and behaviors.

Quality of work: Independent Work is thorough, accurate, edited and reflects attention to detail. Follow directions provided. Ability to be self-directed in daily tasks. Ability to manage own workload, meet deadlines and shift priorities. Initiative and ability to follow through on projects. Willingness to perform a variety of administrative tasks throughout the organization and demonstrate a willingness to do whatever it takes to get the job done.

Time Management: Uses time productively, stays focused on tasks and meets long and short term deadlines while juggling daily workload demands.
Excellent skills in Microsoft Office (primarily Word, Excel, PowerPoint), Google Suite (primarily Gmail, Forms, Docs), Canva, and other computer software required for presentations, communications, and research.

Attendance: Does not take an excessive amount of scheduled workdays off, manages leave properly and gives proper notice of absences.

Initiative: Assumes responsibility on own, is a self-starter, anticipates and follows through with minimal supervision and reminders.

Judgement: Demonstrates well-reasoned thinking and makes sound, thoughtful decisions.

Problem solving: Identifies and defines problems; researches and evaluates possible solutions and makes realistic and timely recommendations.

Flexibility: Demonstrates willingness and ability to be flexible in work assignments, interactions with others and in response to organizational change.

Professional growth: Participates in professional development activities to improve knowledge and skills of profession

Job Type: Full-time

Pay: From \$45,000.00 per year

Benefits: Flexible schedule

Schedule: Monday to Friday (Weekends for conferences where necessary)

Work Location: Remote

How to Apply:

Interested candidates should submit a cover letter, resume, and contact information for three professional references to Jenaffer Stevenson, President of SNASC at jenafferstevenson@pickens.k12.sc.us by COB on Wednesday, September 11, 2024.

Join us in making a difference in the lives of students across South Carolina!

The School Nutrition Association of South Carolina (SNASC) is an equal opportunity employer.