

Communications Coalition of Kansas (CCK)
Executive Director - Job Description

The successful candidate will have the skill set necessary to manage and direct all operations and affairs of the association, and to work collaboratively under the direction of the association's Board of Directors and membership to develop and implement the association's short- and long-term strategic policy and operational goals.

A. General Responsibilities:

1. Report to the Board of Directors as guided by the Association's bylaws, plans, objectives, and directives of the Board of Directors.
2. Directs daily operations of the Association's office, recommends, and participates in the formation of new policies and make decisions within the scope of existing policies.
3. Represent CCK with all state policymakers.
4. Responsible for the attainment of legislative, regulatory, public affairs, membership service, growth, and participation goals of the Association.
5. Other duties as assigned.

B. Duties:

1. Administration of Association Operations
 - a. Prepare a timely, balanced annual Association budget for consideration of the Board of Directors.
 - i. Prepare quarterly financial statements and assure that all Association finances are managed prudently, in accordance with bylaws and Association policy
 - ii. Work with accounting firm to initiate annual financial review and the filing of taxes and annual report for the association.
 - b. Plan and coordinate the Association's annual meeting and convention per Board approval.
 - c. Participate on all standing and ad hoc Association committees and provide necessary guidance to ensure that the activities further the goals and success of CCK.
 - d. Execute such contracts and commitments on behalf of CCK as may be authorized by established policies or by the Board of Directors.
 - e. Collect dues and manage all membership level account activities as directed by the Board.
2. PAC
 - a. Recommend a PAC strategy for election-cycle
 - b. Create PAC budget with annual benchmarks for Board's approval.
 - i. Upon approval, manage and implement strategy to achieve goals.
 - ii. Create and implement annual fundraisers for the Association's PAC as needed to ensure campaign contributions are made at an adequate level during the election cycle.
 - iii. File all required PAC reports with Government Ethics Commission.
3. Public and Community Relations

- a. Serve as primary spokesperson for media inquiries. Assist members in the development of appropriate responses and recommend actions for members in their contacts with the media.
 - b. Design and recommend overall public affairs/public relations strategy for the positive branding of CCK and the state's telecommunications industry for policymakers and general public.
 - i. Conditioned upon Board approval/guidance, manage and implement public affairs/public relations projects and programs to achieve image sought.
 - c. Develop and implement the Association's plan for internal communications.
 - d. Help develop methods of informing members and the general public about industry issues or messages through news articles, advertising and any other means applicable.
4. Member Services
- a. Advance the growth of the organization through maintaining and growing the organization's membership
 - b. Conduct research and related projects, reports and publish results on subjects deemed important to the membership
 - c. Creates continuing education opportunities periodically throughout the year for members
5. Advocacy
- a. Develop, implement, and coordinate all state government programs and practices, including monitoring legislation and developing and implementing legislative strategies to pass or defeat legislation.
 - i. Work directly with any and all association lobbyist(s), PR consultants, legal counsel and the CCK State Affairs Committee to craft lobbying plans, media plans, language and amendments, provide research, and create handouts/talking points on particular legislation or items prior to and throughout session
 - ii. Lead the strategy for the attainment of legislative and regulatory goals by working with the Board of Directors and Association Members.
 - b. Effectively advocate CCK public policy positions before the state legislature, executive branch, attorney general and other state agencies.
 - i. Provide expert testimony and coordinate member and industry specialists to testify on specific legislation or ideas in committee as needed prior to or during session.
 - c. Manage, direct, and support any and all association lobbyist(s) as they conduct activities in the state legislature, executive branch, and with interactions with other policymakers through the development and maintenance of relationships with legislators and key personnel
 - i. Facilitate daily, weekly, or monthly lobbyist meetings as needed
 - d. Monitor all legislation and rulemaking procedures introduced in the state legislature and/or filed at the KCC or other state agency and communicate necessary information concerning issues relating to the telecommunications industry to the Association's Members

- i. Report on general and telecom specific government affairs activities weekly during legislative session and monthly out of session to the Board of Directors.
- e. Prepare memoranda on legislative, regulatory, and legal issues of concern to the industry
- f. Maintain effective relationships with other state and third party organizations – public, private and inter-governmental, and work to enhance the position of CCK and its members in accordance with the policies and objectives of the Association.
- g. Assist Association Members in activating grassroots contacts with key local legislators. Prepare and present programs for Association Members in their grassroots community affairs activities when appropriate.

C. Qualifications:

1. Bachelor's degree or equivalent is required; law-degree or Masters of Public Administration preferred,
2. 5 – 7 years of senior management experience and understanding of organizational management, general business management, state legislatures, public utility commissions and local government regulation.
3. Strong strategic thinking and leadership skills.
4. Ability to work collaboratively with members and Board of Directors.
5. Previous advocacy experience before regulatory and/or legislative bodies.
6. Experience in the telecommunications sector, preferred.
7. Proficiency with Microsoft Office package required.

Please send your resume, cover letter, salary requirements, and three professional references to Communications Coalition of Kansas Board President at jp Pettit@tctainc.net