

Request for Proposals (RFP)

Part-Time Association Coordinator for the Public Management Research Association (PMRA)

The [Public Management Research Association](http://pmranet.org/) (PMRA, <http://pmranet.org/>) is a non-profit organization dedicated to advancing research on public service organizations, promoting interdisciplinary collaboration among scholars, and providing professional and academic opportunities in public management.

PMRA is seeking a part-time Association Coordinator to assist in organizing and executing its programs and initiatives. PMRA is 20+ years old and has, to date, largely functioned based on volunteer efforts with assistance from a Secretariat. The PMRA Secretariat offers capacity in accounting, sending out weekly announcements, editing newsletters, maintaining the listserv, managing endowment accounts, responding to queries, and working collaboratively with PMRA officers and Board members.

A part-time Association Coordinator is needed to add capacity in the effective execution of PMRA's mission. The Association Coordinator will be a contract employee of PMRA, managed by the President. The Association Coordinator will work collaboratively with the President, the Board, and the Secretariat.

The particular duties of the part-time Association Coordinator are likely to evolve in scope and priority depending on current and strategic needs. A successful candidate should be able to assist implement the following functions:

1. **Assisting the PMRA President and Executive Committee (President, VP and Secretariat).** The Association Coordinator will serve as the assistant to the PMRA president to assure a smooth functioning organization and manage the episodic calendar of events, awards, meetings, and the like.
2. **Assist in Conference Planning and Execution.** The Association Coordinator will support the site selection committee and the conference host in planning and executing conference details such as the request for proposals process, the site selection process, registration, liaising with the host site, and other details as needed by the Board and Secretariat.
3. **Executing Other Events as Needed.** The Association Coordinator will coordinate other events as needed including but not limited to coordinating the details of Meier Travel Inclusion Awards, the board meeting, the business meeting, and board dinners at conferences.
4. **Facilitating Committee Work.** As directed by the President, the Association Coordinator will guide committee members in what needs to be done, when (e.g., time for elections), and nudge them to stay on task.

5. **Membership Management and Development:** The Association Coordinator will assist the President and the Board with membership management and development—including new and diverse member recruitment—and member experience.
6. **Managing Elections.** The Association Coordinator will work with officers and the Board to implement officer elections.
7. **Managing Annual Awards:** The Association Coordinator will work with the PMRA president to appoint awards committees each year, managing the selection process, and coordinating the presentation of awards. This will include purchasing plaques for award winners and ensuring they receive them.
8. **Managing Board Meetings:** The Association Coordinator will schedule and plan Board meetings, assisting the president in agenda setting, running parts of the meeting and taking minutes.
9. **Managing Bylaws:** The Association Coordinator will work with the Executive Committee and Secretariat and PMRA Board to ensure that the bylaws are continually up-to-date.
10. **Managing Records.** The Association Coordinator will organize and maintain PMRA's Dropbox so the executive committee and the Secretaria director can easily locate the association's historical documents. This task also involves tracking missing historical documents for preserving institutional memory.
11. **Managing Communication and Social Media.** The Association Coordinator will work with the Executive Committee and Secretariat and PMRA Board to make sure our web and social media presence is effective and consistent, including any need to coordinate new approaches.
12. Assist in communicating with and tracking our agreements with the publishers of our journals (JPART and PPMG), currently Oxford University Press.

Qualifications

The ideal candidate will have the following qualifications:

1. Highly organized; ability to manage episodic events across a variety of stakeholders.
2. Experience in professional association management, preferably academic associations, or similar experience.
3. Experience in event planning.
4. Excellent communication skills
5. The ability to collaborate with a diverse group of individuals.
6. Ability to work independently and manage multiple priorities.

Compensation

The part-time Association Coordinator will work, on average, 15-20 hours per week, which will fluctuate week-to-week depending on the PMRA calendar of events. We anticipate that the majority of this work will be done remotely. Compensation will be commensurate with experience, with an anticipated range of 30-50k exclusive of travel support to attend our annual conferences.

Application Process

Interested candidates should submit the following to PMRA@KU.edu. **The deadline for applying is Sept 15, 2023.**

- A cover letter addressing their qualifications and experience in relation to the responsibilities outlined above;
- A resume;
- Sample work product, e.g., memos, calendars, etc., that demonstrate facility in one or more of the responsibilities listed above.
- The names and contact information for three professional references.

PMRA is an equal opportunity employer and encourages individuals from diverse backgrounds to apply.